

Grant Modification / Notice of Award

U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT MODIFICATION		No. 1	PROJECT: Senior Community Service Employment Program	
GRANT NUMBER: AD-30416-17-55-A-29	EIN: [REDACTED]	EFFECTIVE DATE: 11/28/2017	PAGE 1	
GRANTEE: MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES 920 WILDWOOD DRIVE JEFFERSON CITY, MISSOURI 65109-5796		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

Action:

To incorporate the Statement of Work in accordance with pages 2 to 25 of this modification.

To incorporate the SF-424A and budget narrative in accordance with pages 26 to 29 of this modification.

To revise Item 6: Indirect Cost Rate and Cost Allocation Plan and incorporate the March 7, 2017 Indirect Cost Rate agreement in accordance with pages 30 to 35 of this modification.

This modification addresses the conditions in section 12 of your original PY17 award document.

YEAR / CFDA PROGRAM ACCOUNT ID	Mod 0 CURRENT LEVEL	Mod 1 MODIFICATION	NEW LEVEL	PMS DOC #
PY 17 / 17.235 OLDER AMERICANS - STATE AGENCIES <small>17-1630-2017-0501751718BD2017017500021750A012A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-</small>	\$1,953,057.00	\$0.00	\$1,953,057.00	AD304169K0
TOTAL FUND AVAILABILITY	\$1,953,057.00	\$0.00	\$1,953,057.00	

Except as modified, all terms and conditions of said grant /agreement remain unchanged and in full effect.

Approved
by



Jimmie Curtis

Grant Officer

Date Signed **12/08/2017**

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue NW
Washington, D.C. 20210



Grant # AD-30416-17-55-A-29

September 28, 2017

Bret Fischer
Director, Division of Administration
Missouri Department of Health and Senior Services
920 Wildwood Drive
Jefferson City, Missouri 65109-5796
grants@health.mo.gov; michael.brewer@health.mo.gov

Dear Grantee,

The Department of Labor, Division of National Programs, Tools, and Technical Assistance's Older Workers Unit (OWU) requested copies of your current Individual Durational Limit (IDL), termination, and grievance policies and procedures along with your annual grant document submissions in TEG 28-16. Only the "for cause" termination policy and procedures and any changes to your IDL policy require approval from DOL. The grievance policy and procedures does not require DOL approval other than to ensure there is one in place.

Your Federal Project Officer (FPO) and OWU have reviewed your "for cause" termination policy and procedures as statutorily required in 20 CFR 641.580 (d). Based on your submission, your "for cause" termination policy and procedures are approved. If you have requested a change in your IDL policy, you will receive a separate approval letter.

This approval letter will be incorporated into your grant file. Please contact your FPO with questions or for additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jimmie Curtis". The signature is fluid and cursive, with a large loop at the end.

Jimmie Curtis
Grant Officer

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

Summary of PY 2017 Goals

Grantee: Missouri

Entered Employment: 45.1%

Retention: 80.0%

Average Earnings: \$7,248

Most-in-Need: 2.74

Service Level: 161.4%

Community Service: 80.0%

Senior Community Services Employment Program Program Year 2017 Narrative

Service to Minorities (Older Americans Act, Title V, Section 515)

The Missouri Senior Community Services Employment Program (SCSEP) has shown a slight decrease in the overall enrollment of minorities by 2.1% percent from PY2014 to PY2015. However, Missouri SCSEP continues to enroll minorities at a significantly higher rate than the census population, the 2015 enrollment percent difference for minority overall was 150.8%. The Missouri SCSEP program met enrollment for at least 80% for all minority groups during program year 2015.

The number of persons who identify as being from ethnic minority groups is tracked through the SCSEP Participant/Host Agency (PHA) database and is accessible through the Quarterly Progress Report, which are used to ensure minority participants are equitably served and placed. The strategies described in the PY2017 grant application continue to allow Missouri to surpass the expected levels of enrollment for minority participations.

The Missouri SCSEP sub-grantees continue to engage in outreach to potential participants in historically underserved minority communities. The types of strategies employed by each SCSEP sub-grantee used to recruit participants from minority populations are largely dependent upon the geographic area. Each sub-grantee is skilled in outreach and recruitment efforts. They will continue to engage in outreach to potential minority participants that have proven successful such as participating at health fairs, speaking at community events, networking with community and faith-based leaders, and participating in job fairs, senior expos, and multi-cultural events.

The majority of Missouri's minority populations reside in urban areas, which often can be reached through community not-for-profits, career centers, and perhaps most successfully, by word of mouth. Along with its sub-grantees, the Missouri SCSEP maintains a strong working relationship with the Area Agencies on Aging and the Community Action Centers, in addition to community based nonprofits, including organizations that specifically target services to immigrants and refugees. In addition, the SCSEP State Coordinator is housed within the Department of Health and Senior Services (DSDS) along with the Office of Minority Health, which allows regular communication regarding strategies to target outreach to traditionally underserved minorities, including seniors, with the goal being to offer improved opportunities and well-being through equitable access to health programs and other services.

Outreach materials such as posters, flyers and brochures have been developed by the DSDS and have been distributed to the sub-grantees who in turn distribute them to venues that older individuals from racially and ethnically diverse populations visit. DSDS and the sub-grantees also distribute the materials at widely attended venues such as Senior Day at the Missouri State Fair, the Institute on Minority Aging Conference, and the Bringing It Together event for seniors. The Missouri SCSEP Coordinator and sub-grantees will continue to update recruitment materials to appeal to the broadest possible audience of potentially eligible participants. Materials can be customized and presented in other languages as specific populations are identified whose primary language is other than English. In addition, the outreach material has also been distributed at job fairs, health fairs, churches, food pantries, social service

agencies, and other events intended to reach seniors by the Missouri Office of Minority Health.

Sub-grantee Catholic Charities has made targeted outreach efforts in the Hispanic and the Asian-American communities. They are working with Don Bosco Community Center and Jewish Family Services to reach Asian American immigrants and their families through community newsletters in the Old North East, City Market and Columbus Park region in Kansas City, MO. Catholic Charities is also working with the Guadalupe Center, a community center for persons who speak Spanish, and advertising through Dos Mundos, one of the local bilingual (Spanish and English) language newspapers in the Kansas City metropolitan area. They have also placed information in news bulletins of worship centers that serve non-English speaking populations and ethnic minorities.

The main strategy for sub-grantee MERS Goodwill to successfully recruit minority participants is partnering with agencies that provide social services directly or indirectly to these potential participants. In most cases, these agencies are also potential community service host agencies for SCSEP. Often, because of their participation in SCSEP as host agencies, these agencies have a good understanding of the program to pass along to their clients/customers.

English as a Second Language classes have been targeted for recruitment of minority participants at Parkway Adult Education and the International Institute. Grand Oak Hill Community Center is a housing organization located in south St. Louis County that serves both the Bosnian & Vietnamese communities. Bilingual International Assistant Services, or BIAS, serves individuals from almost thirty nationalities, and is a

valuable outreach partner for finding potential participants. The Urban League of St. Louis and the Kingdom House in St. Louis are two other examples of SCSEP community services sites that will offer increased program exposure to potential minority participants.

In addition to the existing strategies, sub-grantee MERS Goodwill keeps abreast of any new social organization and agencies that serve minorities. Flyers, applications, and brochures are given to these agencies to help recruit participants. Also, newspapers or newsletters that are focused on minority groups are evaluated for advertisement. Community churches in areas that have a high population of minorities often have newsletters or other publications that offer an opportunity to advertise SCSEP. Case managers continually recruit new community service host agency sites that will support the goals of SCSEP participants, ensuring that the host agencies are accessible to the participants and are supportive of the participants needs.

Particular focus in PY2016 was paid to the finding that Blacks entered employment significantly less often than Whites and that Minorities entered employment significantly less often than Non-Minorities as revealed in Volume II of the PY2015 Minority Report. The following steps will be continued or expanded as they have led to an increase in participation of under-served minorities in both of the aforementioned populations in Missouri:

- Develop an effective Individual Employment Plan with each participant;
- Develop training assignment that matches with participant's job goal;
- Develop/enhance skills through on-the-job training and online skill based training;

- Work readiness training will be provided one on one or in a group setting to suit the needs to the participant;
- Sub-grantee staff will work with participants one on one to assist them in finding/applying for jobs available in their local communities;
- Assist participants to locate resources to help them overcome barriers to employment (such as transportation, disabilities, poor work history, criminal backgrounds, etc.);
- Recruit businesses in areas of high minority population for host agency placement and employment opportunities; and
- Assist participants with resume writing, on-line applications, interviewing skills, and networking with local area businesses.

Even with the success of the previous described approaches in serving minority populations, there are social and economic barriers which must be addressed in order to fully meet the needs of the minority populations. As with all participants, the SCSEP sub-grantees will continue to develop supportive services plans that address obstacles experienced by participants that might present a barrier to employment such as housing, transportation, medical access and workplace accommodations.

In summary, ensuring the availability of supported employment services to eligible seniors in minority populations will continue to be a program focus in the state of Missouri. The grantee will continue providing technical assistance and feedback to the sub-grantees to increase services to eligible members of minority cultural groups.

Organizational Structure

The Missouri SCSEP is administered by the Department of Health and Senior Services (DHSS), the Division of Senior and Disability Services (DSDS), in the Bureau of Senior Programs (BSP). BSP staff is responsible for specific areas of the program (See Attachment A, Organizational Chart). The BSP Bureau Chief is the Title V State coordinator and also supervises the staff that supports the program. As coordinator, the Bureau Chief is responsible for the coordination and development of the Title V state plan and the annual grant. He is also responsible for writing and updating SCSEP policies and procedures, conducting meetings with sub-grantees and providing technical assistance while tracking performance. The Bureau Chief also attends statewide meetings with various agencies and organizations that focus on employment and workforce development. In January 2015, the Bureau Chief was appointed to the Missouri Statewide Workforce Investment Board as the representative for the Department of Health and Senior Services.

The Aging Program Specialist II (APSII) duties include reviewing the annual and durational limits and IEPs, completing data validation and assisting with annual site monitoring, providing technical assistance regarding SPARQ, assisting with the development of the SCSEP State Plan and updates as well as the annual grant, and notifying the Missouri SCSEP sub-grantees of the availability of new supportive services that may be of interest to the SCSEP participants.

The Fiscal and Administrative Band Manager I provides fiscal support to ensure the budgeted funds for each sub-grantee contract are being expended appropriately.

The grant allocation for personnel for PY2017 is fifteen percent for the State Coordinator and eighteen percent for the Aging Program Specialist II and two percent for the Fiscal and Administrative Band Manager I.

Sub-Grantees

The DHSS utilizes a competitive bid process to contract with sub-grantees, who in turn administer the program for the State of Missouri. The sub-grantees for the Missouri SCSEP at this time are MERS/Goodwill and Catholic Charities (See Attachment B, Areas Served).

MERS/Missouri Goodwill Industries and Affiliates is a nonprofit corporation that has 96 years of experience providing vocational assessment and placement services for people with disabilities and disadvantages. The agency is a significant provider of vocational rehabilitation services in Missouri. Revenue from the Goodwill stores assist with funding the agency's employment and training programs. Other funding sources are through contract services, employment and training, sheltered workshop, and contributions.

Catholic Charities of Kansas City-St. Joseph, Inc. is a nonprofit organization whose mission and principal activities are to provide for the vulnerable, honoring the life and dignity of all persons and supports are derived through the Diocese, United Way, state and federal grants, and engaging the community in providing social services and advocacy. The organization's revenues, contributions, and fees charged to clients help pay for training and employment services.

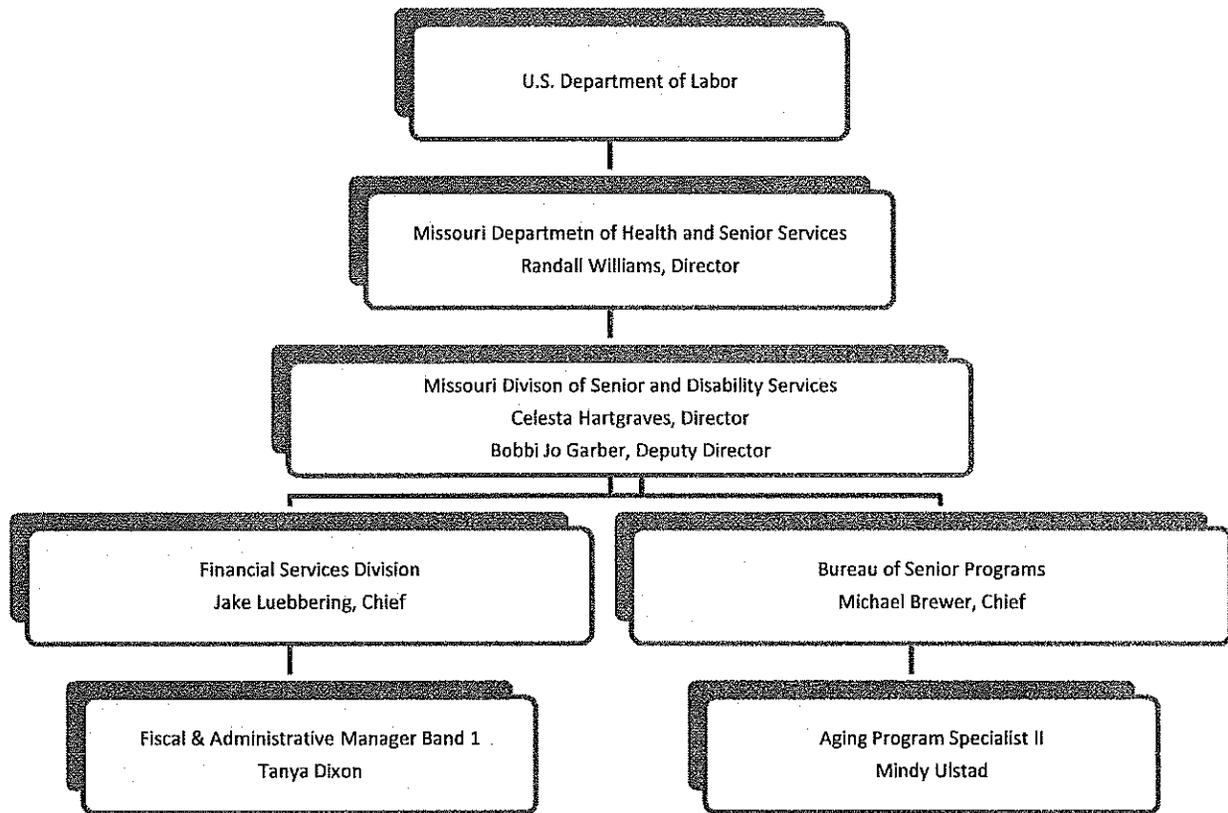
Monitoring and Audits

The State Coordinator is responsible for assuring the sub-grantees receive all policy, program, technical assistance, and regulatory updates in order to effectively and efficiently administer the program in the sub-grantees' respective areas. The State Coordinator communicates regularly with the sub-grantees to ensure program updates are implemented throughout the service areas and performance measure expectations are met. These meetings are an opportunity to provide technical assistance, provide information on performance objectives, develop strategies to facilitate success within the program and provide support for continued successful program performance. The State Coordinator conducts an on-site monitoring of each sub-grantee annually. The monitoring review includes, but is not limited to, local office operations and procedures for eligibility, enrollment, orientation, as well as office records of staff, participant and host agency files.

The sub-grantees are required to submit monthly reports of agency activities detailing outreach efforts in order for the State to track progress towards performance measures. Any sub-grantee failing to meet the required performance measures is provided technical assistance.

Oversight and monitoring of sub-grantees promotes good management and leadership and assists grantees in clarifying objectives. This in turn promotes continuous improvement in program operations and in meeting performance measures established by the Department of Labor (DOL).

Organizational Chart Bureau of Senior Programs and Financial Services



PROGRAMMATIC ASSURANCES FOR PY 2017 FUNDS

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

You agree to:

Recruitment and Selection of Participants

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

Assessment

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

Individual Employment Plan (IEP)

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

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

Community Service Assignment (CSA)

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

Recertification of Participants

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

Physical Examinations

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

Host Agencies

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

Orientation

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

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

Wages

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

Participant Benefits

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

Procedures for Payroll and Workers’ Compensation

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

Durational Limits

Maximum Average Project Duration – 27 Months

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

Maximum Individual Participant Duration – 48 Months

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

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

Transition Services

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

Termination Policies

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

Equitable Distribution

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

Over-Enrollment

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

Administrative Systems

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

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

Collaboration and Leveraged Resources

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

Supportive Services

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

Sub-Recipient Selection (If Applicable)

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

Complaint Resolution

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

Maintenance of Files and Privacy Information

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

Documentation

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

Data Collection and Reporting

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

ATTACHMENT D

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

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

Pat Bedell for Bret Ischer
Signature of Authorized Representative

5/25/17
Date

Individual Durational Limit Policy

INDIVIDUAL DURATIONAL LIMIT (OAA section 518 (a)(3)(B); section 20 CFR 641.570)

Missouri has implemented a durational limit policy that adopts the 48 month limit on all participants with the possibility of a waiver for a least two or more of the qualifying factors. The sub-grantee must terminate any participant who reaches the 48 month durational limit, unless a waiver is in place. NOTE: Participants are not automatically entitled to remain in the program for 48 months.

SCSEP participants are encouraged to complete their job readiness training and obtain unsubsidized employment within 27 months or less of enrollment in the program or as soon as they become job ready in order for the sub-grantee to meet the average project durational limit of 27 months. The IEP will address individual goals and timelines for obtaining unsubsidized employment.

Participants will be provided a copy of the SCSEP Individual Participant Durational Limit Policy during orientation and annually at recertification. The host site agency will be provided a copy of the SCSEP Individual Participant Durational Limit Policy during orientation and with the host site agreement. The participant and the host site supervisor will sign a form affirming that they received and read the policy. Approved breaks will not be counted toward the individual's durational limit.

The SCSEP sub-grantee will track individual participation and notify participants in writing when they are within 12 months of reaching their individual 48 month durational limit. To qualify for a waiver, at least two of the following factors must apply to the participant and be documented in the program year in which the 48 month limit is reached and be verified by local, state and regional SCSEP staff: Severe disability; Frail 75 years of age or older; Low literacy skills; Old enough for, but not receiving Social Security Title II; Severely limited employment prospects in a county of persistent unemployment and Limited English proficiency.

SCSEP participants who have reached their 48 month durational limit and are not eligible to apply for a waiver or who have been denied a waiver will be terminated from the program with 30 days written notice. Any relevant documentation will be placed in the participant's file.

To ensure that participants maximize their experience while in SCSEP, the participant will be assessed every 6 months for job readiness, to identify barriers to gaining employment and to identify additional training and supportive services needed. The participant will be enrolled in training programs to enhance current skills or help them learn new job skills. The participant may be transferred to a new host site if there is the potential for new work skills to be obtained. The IEP will be updated and goals and timelines reevaluated at least every 6 months. If unsubsidized employment is not achieved before 42 months of SCSEP participation, in the 42nd month, the sub-grantee staff and the participant will develop an exit transition IEP that will plan the participant's strategy for attaining self-sufficiency or transferring to other services.

Grievance Policy and Procedures

GRIEVANCE PROCEDURES (20 CFR 641.910)

The grievance procedure for each sub-grantee is used as a guide in resolving conflicts and providing an environment for the participants that is free of discrimination, harassment, and unfair treatment. Any participant that believes he or she is the victim of discrimination, harassment and unfair treatment shall follow these steps:

1. The participant shall contact the sub-grantee by phone or correspondence within 10 calendar days of the occurrence of the problem. The sub-grantee will then work with the participant to provide a solution or explanation with 10 additional calendar days. If more time is required to provide a response, the participant will be notified of this fact and the anticipated response date. The sub-grantee shall document the situation and file the documentation in the participant's file.
2. If the participant is unsatisfied with the sub-grantee's response or resolution to the problem, then he or she shall contact the state grantee. This contact shall be made in writing within 5 calendar days after the receipt of the sub-grantee's response. The state grantee or designated representative will contact the participant within 10 calendar days after receipt of the written grievance and provide the participant the opportunity to further discuss the problem. The state grantee may investigate the grievance before providing the participant with a response. The response will be mailed to the participant within 30 calendar days after the state grantee receives the grievance, unless additional time is required under the circumstances. The state grantee will document the situation and file the documentation in the appropriate location.
3. If the participant is unsatisfied with the state grantee's response or resolution, he or she may appeal in writing to the U.S. Department of Labor, Older Worker and Disability Unit.

U.S. Department of Labor/ETA
Older Worker and Disability Unit
200 Constitution Avenue, NW

Washington, D.C. 20210

Participants with complaints alleging discrimination on the basis of race, color, religion, sex, national origin, disability or age will be notified of the appellant's right to appeal for investigation and possible resolution to:

Director of Civil Rights
U.S. Department of Labor
Room N-4123
200 Constitution Avenue, NW
Washington, D.C. 20210

Termination Policy

TERMINATIONS (20 CFR 641.580)

(a) If, at any time, a grantee or sub-grantee determines that a participant was incorrectly declared eligible as a result of false information knowingly given by that individual, the grantee or sub-grantee must give the participant immediate written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice.

(b) If, during eligibility verification under 20 CFR 641.505, a grantee or sub-grantee finds a participant to be no longer eligible for enrollment, the grantee or sub-grantee must give the participant written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice.

(c) If, at any time, the grantee or sub-grantee determines that it incorrectly determined a participant to be eligible for the program through no fault of the participant, the grantee or sub-grantee must give the participant immediate written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice.

(d) A grantee or sub-grantee may terminate a participant for cause. Grantees must include policies concerning for-cause terminations in the grant application and obtain the Department's approval. The grantee or sub-grantee must give the participant written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice.

(e) A grantee or sub-grantee may terminate a participant if the participant refuses to accept a reasonable number of job offers or referrals to unsubsidized employment consistent with the IEP and there are no extenuating circumstances that would hinder the participant from moving to unsubsidized employment. The grantee or sub-grantee must give the participant written notice

explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice.

(f) When a grantee or sub-grantee makes an unfavorable determination of enrollment eligibility under paragraph (b) or (c) of this section, it should refer the individual to other potential sources of assistance, such as the Missouri Job Center delivery system. When a grantee or sub-grantee terminates a participant under paragraph (d) or (e) of this section, it may refer the individual to other potential sources of assistance, such as the Missouri Job Center delivery system.

(g) Grantees and sub-grantees must provide each participant at the time of enrollment with a written copy of its policies for terminating a participant for cause, and must verbally review those policies with each participant at least annually.

(h) Any termination, as described in paragraphs (a) through (e) of this section, must be consistent with administrative guidelines issued by the Department of Labor and the termination notice must inform the participant of the grantee's grievance procedure, and the termination must be subject to the applicable grievance procedures described in section 20 CFR 641.910.

(i) Participants may not be terminated from the program solely on the basis of their age. Grantees and sub-grantees may not impose an upper age limit for participation in the SCSEP.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$ 1,953,057.00	\$ 217,009.00	\$ 2,170,066.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 1,953,057.00	\$ 217,009.00	\$ 2,170,066.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 16,787.00	\$ 1,866.00	\$	\$	\$ 18,653.00
b. Fringe Benefits	8,401.00	935.00			9,336.00
c. Travel	4,897.00	544.00			5,441.00
d. Equipment	0.00	0.00			
e. Supplies	630.00	70.00			700.00
f. Contractual	1,916,165.00	0.00	212,908.00		2,129,073.00
g. Construction	0.00	0.00			
h. Other	786.00	87.00			873.00
i. Total Direct Charges (sum of 6a-6h)	1,947,666.00	3,502.00	212,908.00		2,164,076.00
j. Indirect Charges	5,391.00	599.00			5,990.00
k. TOTALS (sum of 6i and 6j)	\$ 1,953,057.00	\$ 4,101.00	\$ 212,908.00	\$	\$ 2,170,066.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. SCSEP	\$	4,101.00 \$	212,908.00 \$	217,009.00 \$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	4,101.00 \$	212,908.00 \$	217,009.00 \$

SECTION D - FORECASTED CASH NEEDS

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

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

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

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	See Budget Narrative	22. Indirect Charges:	See Budget Narrative
23. Remarks:	See Budget Narrative		

	Amount	Calculated Level	Budgeted Level	Budget in Compliance ?
Federal Grant Award	1,953,057	1,953,057	1,953,057	Yes
Maximum Total Administration	13.50%	263,662	228,508	Yes
Minimum Participant Wages & Fringe	75.00%	1,464,793	1,464,793	Yes
Maximum Contractor Administration	10.00%	191,616	191,616	Yes
Minimum Non-Federal Match	10.00%	217,007	217,009	Yes

**MISSOURI
SCSEP Budget Justification
PY 2017 - State Fiscal Year 2018**

	Total	Federal	State GR	In-Kind
a. Personnel: (Rate x %)	18,653	16,787	1,866	0
	Salary Rate	FTE	Total	
	Monthly	Months	Annual	
Title V State Coordinator - Brewer	5,457	12	65,484	0.15 9,823 9,823 8,840 983 0
APSII - Ulstad	3,565	12	42,780	0.18 7,700 7,700 6,930 770 0
Fiscal & Admin Mgr B1 - Dixon	4,710	12	56,520	0.02 1,130 1,130 1,017 113 0
				0.35 18,653

	Total	Federal	State GR	In-Kind
b. Fringe Benefits (Fringe Rate x Personnel Cost)	9,338	8,401	935	0
	Salary	Fringe %	Total	
Title V State Coordinator - Brewer	9,823	50.050%	4,916	4,916 4,424 492 0
APSII - Ulstad	7,700	50.050%	3,854	3,854 3,468 386 0
Fiscal & Admin Mgr B1 - Dixon	1,130	50.050%	566	566 509 57 0

	Total	Federal	State GR	In-Kind
c. Travel:	5,441	4,897	544	0
	Total	Rate & Mileage	Rate & Meal Costs	Rate & Lodging Costs
	Trips	Miles		
		\$	\$	\$
		0.37	40.00	125.00
Monitoring Subrecipients	2	250	93	80
Data Validation	2	250	93	80
Technical Assistance	2	250	93	80
		750	279	240
				750
				1,269

SCSEP Conference Attendance	4,172
Conference Registration Fees (for 2 @ \$550.00)	1,100
Meals (for 2- 4 dinners @ \$29 and 2 lunches @16)	296
Mileage to and from Airport (238 miles @ .37 per mile)	88
Lodging (for 2 @ 3 nights at \$300.00/ night)	1,800
Airfare (for 2 @ roundtrip of \$350.00)	700
Airport Parking (4 days @ \$7/day)	28
Shuttle to and from Airport & Hotel (2 @ \$30.00)	60
Baggage Fees (2 @ \$50.00)	100

d. Equipment:	0	0	0	0
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e. Supplies:	700	630	70	0
Office supplies, meeting supplies	700			

	Federal	In-kind	Total
f. Contractual:	2,129,073	1,916,165	0
Administration (Federal Contractual x 10%)	191,616		191,616
PWFB (Statewide Federal Grant x 75%)	1,464,793		1,464,793
Other Participant Costs	259,756	212,908	472,664
Totals	1,916,165	212,908	2,129,073

	Rate Per FTE	FTE
h. Other:	873	786
Network charges	2,495	0.35 \$ 873

	Rate	Personnel / Fringe	Total
i. Total Direct Charges			2,164,076 1,947,666 3,502 212,908
j. Indirect Charges	21.40%	27,989	\$ 5,990
			5,990 5,391 599 0

k. Total	2,170,066	1,953,057	4,101	212,908
		Non-Federal	Non-Federal Budgeted	
		217,006	217,009	

Our Federal Admin: 36,892

6. Indirect Cost Rate and Cost Allocation Plan

 X A. A **current** federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached. Regarding only the NICRA:

- (1) Indirect Rate approved: **3/7/2017**
- (2) Type of Indirect Cost Rate: **21.40%**
- (3) Allocation Base: **See NICRA**
- (4) Current period applicable to rate: **7/1/2017-6/30/2018**

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the life of the grant, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct and indirect costs consistent with institutional requirements and DOL regulations for prior approval, however the total amount of grant award funding will not be increased. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

 B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency¹ (FCA) is not current, or
(2) No NICRA or CAP has ever been approved by an FCA.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category “j”, however only 10% of Personnel line or total Indirect line (whichever is less) will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the awardee provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, ETA will issue a grant modification to the award to remove the restriction on those funds.

The awardee must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL’s Division of Cost Determination (DCD), or to the awardee’s Federal Cognizant Agency. In addition, the awardee must notify the Federal Project Officer that the documents have been sent. Contact information for the DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. If this proposal is not submitted **within 90 days of the effective date of the award**, no funds will be approved for the reimbursement of indirect costs. Failure to submit an indirect cost proposal by the above date means the grantee will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

The total amount of DOL’s financial obligation under this grant award **will not** be increased to reimburse the awardee for higher negotiated indirect costs.

¹ The Federal agency providing the organization the preponderance of direct Federal funds.

- ___ C. The organization elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. Audit disallowances may occur if indirect costs are misclassified as direct.

- ___ D. The organization has never received a negotiated indirect cost rate and, with and pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, and has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

If DOL is your FCA, grantees should work with DOL's DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL's DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has Frequently Asked Questions providing general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at <http://www.dol.gov/oasam/faqs/FAQ-dcd.htm>.



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

1301 Young Street, Room 732
Dallas, TX 75202
PHONE: (214) 767-3261
FAX: (214) 767-3264
EMAIL: CAS-Dallas@psc.hhs.gov

March 7, 2017

Ms. Pat Bedell
Deputy Director of Division of Administration
Missouri Department of Health & Senior Services
P. O. Box 570
Jefferson City MO. 65102-0570

Dear Ms. Bedell:

We are currently transmitting agreements by email. Please have the agreement signed by an authorized representative of your organization and email it to CAS-NY@psc.hhs.gov. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use. This agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Future proposal should be submitted electronically to CAS-NY@psc.hhs.gov.

The fixed rate for the fiscal year ending June 30, 2017 is based on actual costs for the fiscal year ended June 30, 2015. They include under-recovery amount of (\$924,038).

The fixed rate for fiscal year June 30, 2015 is considered final.

The fixed rate for the fiscal year ending June 30, 2018 is based on actual costs for the fiscal year ended June 30, 2016. They include under-recovery amount of (\$71, 050)

The fixed rate for fiscal year June 30, 2016 is considered final.

An indirect cost proposal, together with supporting information, is required each year to substantiate claims made for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next indirect cost plan based on actual costs for the fiscal year ending June 30, 2017 are due in our office on December 31, 2017.

Thank you for your cooperation. If you have any questions, please call Wanda Rayfield at (214) 767-5249.

Sincerely,
Darryl W. Mayes -
A
Darryl Mayes
Deputy Director
Cost Allocation Services

Digitally signed by Darryl W. Mayes, A
DN: cn=Darryl W. Mayes, o=HHS, ou=Department of Health & Human Services, email=Darryl.W.Mayes@psc.hhs.gov, c=US
Date: 2017.03.17 12:41:08 -0500

Enclosures

ACCEPTANCE

Pat Bedell

Name

Deputy Director of Administration

Title

3-14-17

Date

STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: 1446000987B6

DATE: 03/07/2017

ORGANIZATION:

Missouri Department of Health & Senior
ServicesFILING REF.: The preceding
agreement was dated
02/04/2016

P.O. Box 570

Jefferson, MO 65102-0570

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	07/01/2016	06/30/2017	23.60	On Site	All Programs
FIXED	07/01/2017	06/30/2018	21.40	On Site	All Programs
PROV.	07/01/2018	06/30/2020	21.40	On Site	All Programs

*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Missouri Department of Health & Senior Services

AGREEMENT DATE: 3/7/2017

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Fringe Benefits

FICA
Retirement
Disability Insurance
Life Insurance
Health Insurance
Worker's Compensation
Unemployment Insurance

Your next indirect cost rate proposal based on actual costs for the fiscal year ending 06/30/2017 is due in our office by 12/31/2017.

Equipment means article of nonexpendable, tangible personal property having a useful life of more than 1 year(s) and an acquisition cost of \$5,000 or more per unit.

ORGANIZATION: Missouri Department of Health & Senior Services

AGREEMENT DATE: 3/7/2017

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Missouri Department of Health & Senior Services

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

Pat Bedell
Pat Bedell
Deputy Director of Administration
3-14-17

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(SIGNATURE) Darryl W. Mayes

-A

(SIGNATURE)

for Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

3/7/2017

(DATE) 7077

HHS REPRESENTATIVE:

Wanda Rayfield

Telephone:

(214) 767-3261