



Minnesota



# Title V – Older American Act Senior Community Service Employment Program

## American Recovery and Reinvestment Act of 2009 (Recovery Act) Provider Application of SCSEP Subgrant For Program Year 2009

February 17 to June 30, 2010

Provider Submitted By:

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## Background and Guidelines

The Department of Employment and Economic Development (DEED) issue application guidelines announcing the availability of American Recovery and Reinvestment Act (ARRA) Application State SCSEP funds. The guidelines contain application due dates, application instructions and other necessary information. All Program Operators must submit applications in accordance with DEED instructions. Upon approval, the funding for the ARRA will be retroactive starting February 17, 2009, with a period of performance to June 20, 2010: and to extend the period of current Program Year (PY) 2008 grants for an additional six months to December 31, 2009 (for fund expenditures **ONLY**).

- ✚ To be eligible for ARRA funding, each Program Operator must complete and submit **all** of the following with their application:
  - ◆ Provide a detailed description of each of the items identified in the program narrative.
  - ◆ Application Signature page with original signature of the Provider's authorized official.
  - ◆ Attachment 1 – Detailed SCSEP Budget and Participant Information Summaries and Work Plan.
  - ◆ Other items deemed necessary by the Department of Employment and Economic Development (DEED) as specified.

## Instructions

SCSEP Annual Provider Application of Subgrant and electronic attachments must be completed and returned by **April 8, 2009**. Providers are to submit their application by electronic mail to:

Taryn Galehdari at: [Taryn.Galehdari@state.mn.us](mailto:Taryn.Galehdari@state.mn.us)

In addition, please submit one hard copy, containing the original required signatures of the authorized official to: (Additional non-electronic documentation or attachments should also be included.)

Taryn Galehdari  
MN Department of Employment and Economic Development  
Workforce Development Division – Location #036  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, Minnesota 55101-1351

All applications will be reviewed upon receipt and either approved or returned with a request for additional or revised information. Allocations for the SCSEP program may be delayed if applications are submitted late or are disapproved.

If you have questions or require additional information regarding the plan, contact:

Taryn Galehdari  
Phone: 651-259-7540  
or  
E-mail: [Taryn.Galehdari@state.mn.us](mailto:Taryn.Galehdari@state.mn.us)

## Part A

### Contact Information

Please provide updated contact information for the Provider and the Coordinator or Manager, and Financial individuals who are involved with the SCSEP program. *(Copy and paste additional contact information lines as necessary.)*

**Provider:** *(include Director)*

Provider Name: Washington County Workforce Center

Director: Robert Crawford

Official Title: Manager: Workforce Center

Address: 2150 Radio Drive Woodbury MN 55125

Phone: 651.275.8660

Fax: 651.275.8682

TTY: 651.275.8653

E-mail: [robert.crawford@co.washington.mn.us](mailto:robert.crawford@co.washington.mn.us)

**Coordinator or Manager:**

Name: Deborah Reckner

Title: Program Coordinator

Address: 2150 Radio Drive Woodbury MN 55125

Phone: 651.275.8683

Fax: 651.275.8682

TTY: 651.275.8653

E-mail: [deborah.reckner@co.washington.mn.us](mailto:deborah.reckner@co.washington.mn.us)

**Other Coordinator or Manager:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

TTY: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Financial Contact:**

Name: Thai Yang \_\_\_\_\_

Title: Account \_\_\_\_\_

Phone: 651.275.8659 \_\_\_\_\_

Fax: 651.275.8682 \_\_\_\_\_

E-mail: [thai.yang@co.washington.mn.us](mailto:thai.yang@co.washington.mn.us) \_\_\_\_\_

**Equal Opportunity Officer Contact:**

Name: Kay McAloney \_\_\_\_\_

Title: Director Human Resources Washington County \_\_\_\_\_

Address: Washington County Government Center, Stillwater MN 55082 \_\_\_\_\_

Phone: 651.430.6075 \_\_\_\_\_

Fax: 651.430.6086 \_\_\_\_\_

TTY: 651.779.5945 \_\_\_\_\_

E-mail: [Kay.mcaloney@co.washington.mn.us](mailto:Kay.mcaloney@co.washington.mn.us) \_\_\_\_\_

## Part B

### Program Narrative

*This section includes an overview of program operations and assures that activities are in compliance with Title V of the Older Americans Act. In completing the application narrative, provide a brief response to each question.*

#### Program Activities:

- A. Identify specific strategies that will expand the number of SCSEP participants assigned to community service work in GROWTH INDUSTRIES (e.g., health care, child care, education, green jobs, energy efficiency and environmental services); and in expanded public service activities that utilize Recovery Act funds.

**Washington County will place an emphasis on the following growth industries: healthcare, education, child care and energy efficiency. These are industries that are located in our local area and we can target our outreach to them for expansion of community service sites. Our goal would be to develop sites that would continue after ARRA funding has ended, this would enable us to provide regular SCSEP participants community service sites with the goal of providing work experience/training to senior participants that would lead to unsubsidized employment into these growth industries in the future.**

**Our strategies will include direct mailings and individual meetings with community agencies to develop these worksites.**

- B. Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit a sufficient number of participants to meet the enrollment objectives of the ARRA funding, as well as the regular program enrollment objectives describe the staff positions/job duties assigned to work on this project.

**We will employ the following methods of recruitment:**

- **MN Net (Minnesota Job Bank)**
- **Current Host Agencies**
- **Current Participants**
- **We have developed brochures/information packet that will be distributed to local agencies**
- **Information is available at our local one stop**
- **Information will be available on Washington County Website**

**Our goal is to have the ARRA slots filled by the end 1<sup>st</sup> quarter of the stimulus period (June 30, 2009).**

**Attachment #1 & #2 describe the job description of the Program Coordinator**

**and Program Assistant who responsibilities include the SCSEP program.**

- C. Identify specific recruitment strategies, along with a timeline, that will enable the applicant to recruit and retain a sufficient number of host agencies that will be necessary to meet the increased number of participants served by the ARRA, as well as in the regular program.

**Our goal is to have the ARRA community service sites developed by the end 1<sup>st</sup> quarter of the stimulus period (June 30, 2009).**

**We have funding for three positions using ARRA funds. These sites will be developed once we have identified eligible participants. Participants are matched with host agencies based upon their current skills and employment goals matching the host agency's job description. Our goal would be to develop these host agencies in the growth industries of healthcare, education, child care and energy efficiency.**

**We will use current partnerships with local one stop/business service specialist to help with the development of host agencies in the targeted industries.**

- D. Identify specific strategies and policies to ensure that maintenance of effort violations do not occur (see Older Americans Act (OAA) Amendments of 2006, PL 109-365, Title V, Section 502 (b) ((1)(g))).

**ARRA funds will comply by the same guidelines of the SCSEP program which include:**

- **Work sites are developed as host agencies in compliance with SCSEP regulations (work sites do not occur where there is a current job opening and does not displace current employed individuals).**
- **Shall not impair existing contracts for service or substitute federal funds for other funds in connection with work that would otherwise be performed**
- **Does not replace laid off worker**

**These guidelines are stated in the host site agreement/work site agreements (attachment 3/4)**

- E. Provide a description of how the ARRA funding will be managed so that enrollment of new participants in the stimulus program is maximized while ensuring that there is no deterioration of enrollment and services in the regular program. And that seniors are provided with opportunities that support other activities funded by the ARRA, such as the summer youth program, year round employment for youth, and One Stop Career Centers, i.e. tutoring, mentoring, greeters.

F.

**Our current SCSEP program has two open slots. We have 3-5 applications pending eligibility/enrollment. Our goal is to fill the ARRA positions with these pending applications if possible. Once we have those positions filled we will fill our open SCSEP positions. We do not anticipate waiting lists for either program.**

**All participants will receive equal services/referrals to all services available such as core services from our local one-stop, community resources and local programs such as WIA adult.**

G. What strategies, methods and / or protocols will be used to determine whether a participant is assigned to either the ARRA funding or the regular program funding.

**Our priority will be to assign participants to ARRA positions first before adding new participants to the regular SCSEP program.**

H. Provide a description of the methods that you will use to ensure that the least disruption possible to participants enrolled under the ARRA program when the funding expires on June 30, 2010.

**Community work sites will be developed with the time limits of the ARRA time frames as guidelines. Priority will be given to host sites that will be able to provide unsubsidized employment to the participants within the time frame of ARRA funding.**

**For community services sites that will not be able to provide employment to participants, SCSEP staff will start job searching activities in advance of the program end dates to ensure participants will obtain employment before funding ends.**

I. Detail specific action steps that will be utilized to ensure participants receive timely and coordinated transition planning the most appropriate service delivery system. In particular, address how partners in the One-Stop Career Centers will be utilized; also, identify other relevant community partners and services; and, to the extent feasible, how participants will be transitioned into the regular SCSEP program.

**The SCSEP program is operated by our local one stop. All services are available to SCSEP participants including workshops, resource room activities and co-enrollment into appropriate programs such as WIA adult and dislocated worker program.**

**We also partner with several community agencies to provide services to seniors. Partner agencies include: Divisions of Rehabilitation Services,**

**Community Volunteer Services, HRA, and Washington County Community Services for food and medical assistance.**

**If the participant can benefit from continue enrollment in the SCSEP program, priority will be given to those participants for enrollment into the program.**

- J. Provide a statement that all ARRA program participants will be informed verbally and in writing at the time of enrollment that:
- a. They are bring enrolled with ARRA funding that is due to expire on June 30, 2010.
  - b. They are subject to the same rights and responsibilities as enrollees in the regular SCSEP program.
  - c. Every effort will be made to help them obtain unsubsidized employment prior to the expiration of the ARRA program.
  - d. Prior to the expiration of ARRA funding, timely transition planning will be undertaken to determine the most appropriate services that may still be needed by the participants, including referral of job-ready participants to the One-Stop Career Center, and transfer of participants who require additional community service training into the regular program provided sufficient funds are available in that program.
  - e. If they are not able to transition to the regular program, they may be terminated at the expiration of the ARRA funding availability. However, they will be given priority of re-enrollment in SCSEP consistent with eligibility requirements and statutory priorities of service.

**We will add information to the participant agreement that indicates the guidelines of the ARRA program/funds/time limits.**

**All participants receive this participant agreement and signed by the participant. Copies are given to participants and in the file.**

**Part C**

**Program Year 2009 Allocations for ARRA**

<b>Grantee</b>	<b>Slots</b>	<b>Allocation</b>	<b>Match</b>
<b>Anoka</b>	<b>5</b>	<b>\$45,312</b>	<b>\$5,217</b>
<b>Arrowhead EOA</b>	<b>4</b>	<b>\$36,251</b>	<b>\$4,174</b>
<b>Carver County WFC</b>	<b>2</b>	<b>\$18,125</b>	<b>\$2,087</b>
<b>City of Duluth</b>	<b>4</b>	<b>\$36,251</b>	<b>\$4,174</b>
<b>Experience Works/ Rural CEP</b>	<b>12</b>	<b>\$108,750</b>	<b>\$12,522</b>
<b>Inter-County CCI</b>	<b>3</b>	<b>\$27,187</b>	<b>\$3,131</b>
<b>Minneapolis Urban League</b>	<b>5</b>	<b>\$45,312</b>	<b>\$5,217</b>
<b>MN Valley Action Council</b>	<b>11</b>	<b>\$99,687</b>	<b>\$11,478</b>
<b>Scott County</b>	<b>2</b>	<b>\$18,125</b>	<b>\$2,087</b>
<b>SE MN Workforce Dev.</b>	<b>2</b>	<b>\$18,125</b>	<b>\$2,087</b>
<b>SW MN Opportunity Council</b>	<b>7</b>	<b>\$63,437</b>	<b>\$7,304</b>
<b>Washington County</b>	<b>3</b>	<b>\$27,187</b>	<b>\$3,130</b>
<b>Totals--</b>	<b>60</b>	<b>\$543,749</b>	<b>\$62,608</b>

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Part D

**Title V – SCSEP Equitable Distribution Census 2000 for ARRA PY-2009**

TITLE V SCSEP EQUITABLE DISTRIBUTION CENSUS 2000 for ARRA PY2009-2010

Central MN Jobs & Training Services (SSA)  
 Anoka County Job Training Center (21); Quality Career Services  
 Rural MN CEP, Inc. (2); Experience Works; MN Chippewa Tribe (2)  
 Rural CEP (1); Experience Works (0); National Indian Council on Aging  
 Quality Career Services  
 Experience Works  
 MN Valley Action Council (16)  
 MN Valley Action Council (11)  
 Central MN Jobs & Training Services (SSA); Chippewa (1)  
 Carver (10)  
 Rural Mn CEP (0); EW; MN Chippewa Tribe (1); NICOA  
 Experience Works  
 Central MN Jobs & Training Services (SSA)  
 Rural Mn CEP (2) :EW  
 Inter County (2); Rural MN CEP (1) EW  
 MN Chippewa Tribe (1); ELDERCIRCLE (SSA)  
 Southwestern Opportunity Council (6)  
 Experience Works; Rural Mn CEP (1)  
 Experience Works (18); Quality Career Services  
 Experience Works  
 Rural Mn CEP (0); Experience Works  
 MN Valley Action Council (10)  
 Experience Works

COUNTY	NEW Dist Factor	New Share	Slots	Diff.	STATE	EW	SSA	QCSI	NICOA
Aitkin	0.0084	2	2	0			2		
Anoka	0.0232	7	7	0	5			2	
Becker	0.0119	3	3	0	0	3			
Beltrami	0.0115	3	5	2	0	3			2
Benton	0.0085	3	3	0				3	
Big Stone	0.0036	1	1	0		1			
Blue Earth	0.0112	3	3	0	3				
Brown	0.0075	2	2	0	2				
Carlton	0.0089	3	3	0	1		2		
Carver	0.0069	2	2	0	2				
Cass	0.0117	3	5	2	0	3			2
Chippewa	0.0046	1	1	0		1			
Chisago	0.0065	2	2	0			2		
Clay	0.0106	3	3	0	0	3			
Clearwater	0.0047	1	1	0	0	1			
Cook	0.0012	0	0	0	0		0		
Cottonwood	0.0049	1	1	0	1				
Crow Wing	0.0182	5	5	0	0	5			
Dakota	0.0315	9	9	0	4	0		5	
Dodge	0.0038	1	1	0		1			
Douglas	0.0124	4	5	1		5			
Faribault	0.0072	2	2	0	2				
Fillmore	0.0083	2	2	0		2			

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Experience Works	Freeborn	0.0114	3	3	0		3		
Southeastern MN Workforce Development, Inc. (2); Quality Career Services	Goodhue	0.0105	3	3	0	1	0		2
Rural Mn CEP (1); EW	Grant	0.0029	1	1	0	0	1		
Mpls Urban L (22); East Side Neigh(SSA); Jewish Voc.Ser. (SSA), NICOA	<b>Hennepin</b>	0.1671	49	49	0	5		42	<b>2</b>
Experience Works	Houston	0.0057	2	2	0		2		
Rural Mn CEP (2); Experience Works	Hubbard	0.0069	2	2	0	1	1		
Central MN Jobs & Training (SSA)	Isanti	0.0063	2	2	0			2	
Arrowhead Economic Opp.Agency (2); Chippewa (0), ELDERCIRCLE (SSA)	Itasca	0.0148	4	4	0	0		4	
SW Opportunity Council (5)	Jackson	0.0039	1	1	0	1			
Central MN Jobs & Training Services (SSA)	Kanabec	0.0042	1	1	0			1	
Experience Works	Kandiyohi	0.0101	3	3	0		3		
Experience Works	Kittson	0.0026	1	1	0		1		
Arrowhead (3); Chippewa (1); ELDERCIRCLE (SSA)	Koochiching	0.0057	2	2	0	1		1	
Experience Works	Lac Qui Parle	0.0033	1	1	0		1		
Arrowhead (1); ELDERCIRCLE (SSA)	Lake	0.0029	1	1	0	0		1	
Inter-County Community Council (3), Rural Mn CEP (0)	Lake of the Woods	0.0019	1	1	0	1			
Experience Works	Le Seuer	0.0064	2	2	0		2		
Experience Works	Lincoln	0.0040	1	1	0		1		
Experience Works	Lyon	0.0073	2	2	0		2		
Central MN Jobs & Training Services (SSA)	Mc Leod	0.0073	2	2	0			2	
Rural Mn CEP (0); EW; Chippewa (2)	Mahnomen	0.0024	1	1	0	1	0		
Experience Works	Marshall	0.0044	1	1	0		1		
MN Valley Action Council (11)	Martin	0.0072	2	2	0	2			
Experience Works	Meeker	0.0088	3	3	0		3		
Central MN Jobs & Training Services (SSA); Chippewa (2)	Mille Lacs	0.0079	2	2	0	0		2	
Rural Mn CEP (2); Experience Works	Morrison	0.0138	4	4	0	0	4		
Experience Works	Mower	0.0114	3	3	0		3		
SW Opportunity Council (5)	Murray	0.0038	1	1	0	1			
MN Valley Action Council (7)	Nicollet	0.0049	1	1	0	1			
SW Opportunity Council (9)	Nobles	0.0080	2	2	0	2			
Experience Works (0)	Norman	0.0044	1	1	0		1		
Experience Works (18)	Olmstead	0.0212	6	6	0	4	2		
Rural Mn CEP (2); Experience Works	Otter Tail	0.0252	7	7	0	0	7		
Inter-County (2); Experience Works	Pennington	0.0047	1	1	0	0	1		
Central MN Jobs & Training Services (SSA)	Pine	0.0084	2	2	0			2	

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SW Opportunity Council (5)	Pipestone	0.0043	1	1	0	1				
Inter-County (3); Experience Works	Polk	0.0112	3	3	0	0	3			
Rural Mn CEP (1); Experience Works	Pope	0.0058	2	2	0	1	1			
Quality Career Services	Ramsey	0.0841	25	25	0				25	
Inter-County (2); Experience Works	Red Lake	0.0024	1	1	0	1	0			
Experience Works	Redwood	0.0057	2	2	0		2			
Experience Works	Renville	0.0057	2	2	0		2			
Southeastern (5); Experience Works	Rice	0.0121	4	4	0	1	3			
SW Opportunity Council (4)	Rock	0.0042	1	1	0	1				
Experience Works; Inter County (1)	Roseau	0.0048	1	1	0	0	1			
Arrowhead (4) Duluth (15), Chippewa (0), ELDERCIRCLE (SSA), NICOA	St. Louis	0.0632	19	19	0	6		13		0
Scott County (9)	Scott	0.0085	3	3	0	3				
Quality Career Services	Sherburne	0.0084	2	2	0				2	
Experience Works	Sibley	0.0039	1	1	0		1			
Experience Works	Stearns	0.0279	8	8	0		8			
Experience Works	Steele	0.0067	2	2	0		2			
Rural Mn CEP (1); Experience Works	Stevens	0.0032	1	2	1	1	1			
Experience Works	Swift	0.0051	1	1	0		1			
Rural Mn CEP (2); Experience Works	Todd	0.0116	3	3	0	0	3			
Rural Mn CEP (1); Experience Works	Traverse	0.0025	1	1	0	0	1			
Southeastern MN Workforce Development, Inc.:(3); Experience Works	Wabasha	0.0062	2	2	0	1	1			
Rural Mn CEP (0); Experience Works	Wadena	0.0079	2	2	0		2			
Experience Works	Waseca	0.0051	1	1	0		1			
Washington (9); Quality Career Services	Washington	0.0160	5	5	0	2			3	
MN Valley Action Council (6)	Watonwan	0.0042	1	1	0	1				
Rural Mn CEP (0); Experience Works	Wilkin	0.0020	1	1	0		1			
Experience Works (6)	Winona	0.0116	3	3	0	0	3			
Central MN Jobs & Training Services (SSA)	Wright	0.0129	4	4	0				4	
Experience Works	Yellow Medicine	0.0043	1	1	0		1			
	<b>TOTAL</b>	1.0000	293	293	0	60	105	80	42	6

**Red - down (Over Served)**

**Green - up (Under Served)**

**Black - Equitable**

	Urban
	Rural

## MN SCSEP American Recovery and Reinvestment Act Application for PY-2009

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### National Grantees

Experience Works (**EW**)

National Indian Council on Aging, Inc. (**NICOA**)

Quality Career Services (**QCSI**)

Senior Service America, Inc. (**SSA**)

## Signature Page

Application for:  
Title V – Older Americans Act  
Senior Community Services Employment Program  
American Recovery and Reinvestment Act Application for PY-2009  
Effective: February 17, 2009 to June 30, 2010

Provider Name: Washington County Workforce Center

Address: 2150 Radio Drive

Woodbury MN 55125

Contact Person: Deborah Reckner

Title: Program Coordinator

Phone: 651.275.8683

Fax: 651.275.8682

E-mail: deborah.reckner@co.washington.mn.us

A program summary has been submitted to the following Workforce Investment Board (WIB) for review and comment:

Yes: Brenda Carlson, Washington County WIB Chair

### CERTIFICATION and SIGNATURE

I hereby certify that this application has been prepared as required and in accordance with Title V of the Older Americans Act.

Name of Authorized Official: Robert Crawford

Title: Manager, Workforce Center

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Issued By:

Minnesota Department of Employment and Economic Development  
Workforce Development Division – Office of Adult Services  
1<sup>st</sup> National Bank Building  
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