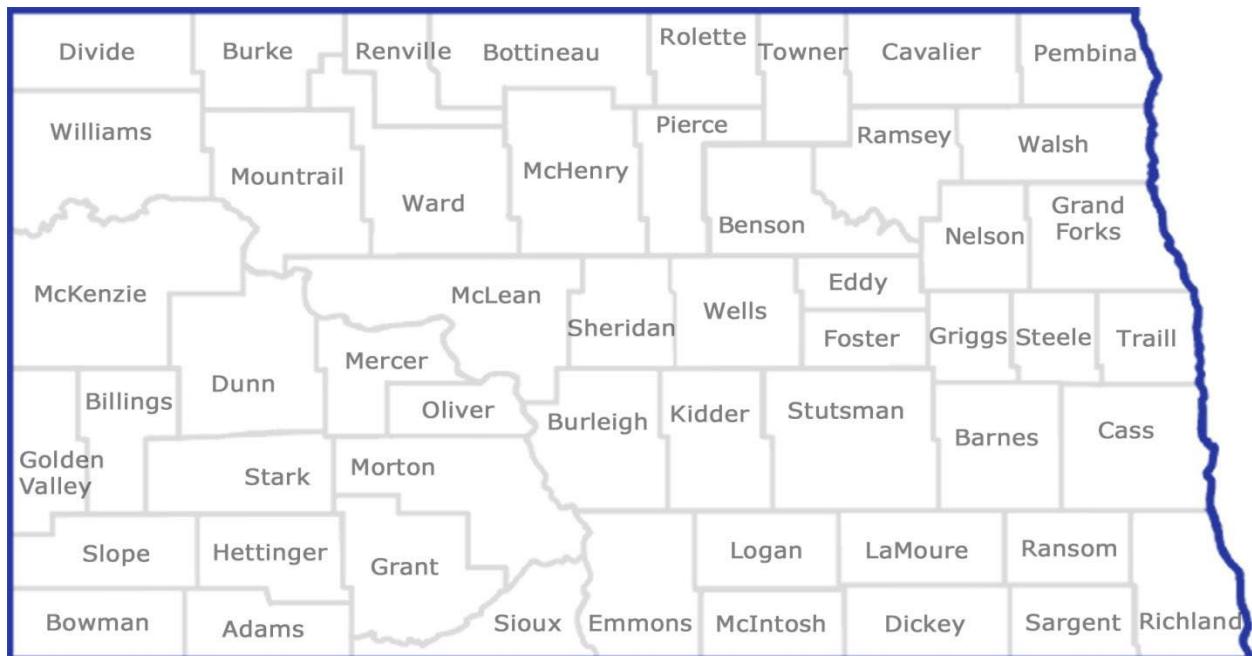


**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
STRATEGIC FOUR-YEAR STATE PLAN
JULY 1, 2020 – JUNE 30, 2023**



**State of North Dakota
Doug Burgum, Governor**

**North Dakota Department of Human Services
Chris Jones, Executive Director**

**Aging Services Division
Nancy Nikolas Maier, Director**

AGING SERVICES DIVISION

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DRAFT

DELEGATION OF RESPONSIBILITY

The North Dakota Department of Human Services, Aging Services Division, hereby submits the Senior Community Service Employment Program State Plan for the period July 1, 2020, through June 30, 2023. Aging Services Division has been given the authority by the Executive Director of the North Dakota Department of Human Services and the Governor of the State of North Dakota to develop and submit the Senior Community Service Employment Program State Plan. The Plan, as submitted, will guide the strategic and ongoing operations of the Senior Community Service Employment Program within North Dakota.

Signed: _____ Date: _____
Nancy Nikolas Maier, Director
Aging Services Division

Signed: _____ Date: _____
Chris Jones, Executive Director
North Dakota Department of Human Service

Signed: _____ Date: _____
Doug Burgum, Governor
State of North Dakota

State Plan Purpose

The North Dakota Senior Community Service Employment Program (SCSEP) State Plan will guide the strategic and ongoing operations of the program in North Dakota. The Plan provides direction for coordination among organizations engaged in activities that result in employment for older workers.

The North Dakota Department of Human Services, Aging Services Division, as the State grantee for SCSEP, will play a lead role in the development and implementation of North Dakota's strategies to address the issues and workforce for older workers.

This Plan was developed by the North Dakota Department of Human Services, Aging Services Division, in accordance with the following:

- Section 503(a) of the 2006 Older Americans Act Amendments, Public Law 114-144, April 19, 2016;
- SCSEP Final Rule, 82 Federal Register (FR) 56869, December 1, 2017;
- SCSEP Final Rule, 75 FR 53786, September 1, 2010;
- TEGl 17-16, *Infrastructure Funding of the One-Stop Delivery System*, January 18, 2017;
- WIOA Public Law 113-128, July 22, 2014;
- Training and Employment Guidance Letter No. 07-19, WIOA State Plan Submission Requirements;
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040), Expiration date November 30, 2021;
- TEGl 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility*, December 28, 2006;
- TEGl 11-18, *2019 Federal Poverty Guidelines for Senior Community Service Employment Program Grants*, February 27, 2019;
- Training and Employment Guidance Letter No. 7-19, Four-Year SCSEP State Plan Requirements for Program Years 2020-2023 (July 1, 2020-June 30, 2023); and
- Training and Employment Guidance Letter No. 11-17, Senior Community Service Employment Program State Plan Modifications.

The Senior Community Service Employment Program (SCSEP)

SCSEP is a federally-funded employment training and placement program for eligible unemployed, low-income individuals age 55 and older. The purpose of SCSEP is to:

- foster individual economic self-sufficiency;
- promote useful part-time training opportunities in meaningful community service work-based assignments; and
- increase the number of older people who may obtain unsubsidized employment in the public or the private sector. In addition, SCSEP seeks to fill the needs of the workforce.

SCSEP is a short-term, work training program to be used as a stepping stone to employment with higher wages, benefits, and opportunities for advancement. While participants learn new skills, build confidence, and become job-ready in the community service work-based assignment under the supervision of a host agency, SCSEP pays the participant's wages. The host agency where participants are assigned benefit greatly from the service they provide. The ultimate goal of the program is to assist participants to transition to unsubsidized employment and for host agencies to increase their ability to deliver essential services through the assistance of the participants assigned to them.

Participants in these programs will be provided with a comprehensive assessment, career planning, skills training, a community service work-based assignment, and supportive services.

Eligibility criteria for SCSEP participation are:

- Be 55 years of age and older;
- Have an income of no more than 125 percent of the federal poverty level;
- Be unemployed and not job-ready; and
- Reside in North Dakota.

Priorities for selecting individuals for participation 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;
- Have low employment prospects;
- Have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or at risk for homelessness.

Aging Services Division contracts with a sub-recipient to carry out the SCSEP services in North Dakota.

Section I. North Dakota Economic Projections and Impact

A. Long-term projections for jobs in industries and occupations that may provide employment opportunities for older workers.

Long-term employment projections attempt to identify industries and occupations in which job openings are expected to occur and provide insight into the state’s rapidly-growing, stable, or declining industries and occupations. These projections can be used for career planning purposes, assessing future training needs, aiding in workforce recruiting efforts, or analyzing industry and occupation demand trends.

The industries most likely to provide substantial employment opportunities for SCSEP participants in North Dakota are accommodation and food services, administrative and support, health care and social assistance, information, retail trade, and transportation and warehousing.

The most likely occupational opportunities are building and grounds cleaning and maintenance, community and social services, food preparation and serving-related, health care support, office and administrative support, personal care and service, and sales and related.

Job Service North Dakota’s Labor Market Information website at ndlmi.com shows the industries and occupations by projected growth for 2016-2026. Information provided in these projections as identified in the following tables will be used by the sub-recipient when working with the participants to develop the Individual Employment Plan and in selection of a community service work-based assignment.

Industry Projections (Long-term) for Multiple Industries in North Dakota in 2016-2026							
Industry Projections Tables							
The table below shows the long-term industry projections for Multiple Industries in North Dakota for the 2016-2026 projection period.							
Industry	Industry Code	2016 Estimated Employment	2026 Projected Employment	Total 2016-2026 Employment Change	Total Annual Avg. Change	Total 2016-2026 Percent Change	Total Annual Percent Change
Total, All Industries	000000	480,796	535,586	54,789	5,480	11.40%	1.00%
Accommodation and Food Services	72	34,855	40,519	5,664	566	16.30%	1.50%
Admin. & Support & Waste	56	12,882	15,315	2,433	243		1.70%

Management & Remediation Services						18.90%	
Agriculture, Forestry, Fishing and Hunting	11	31,852	31,057	-795	-80	-2.50%	-0.30%
Arts, Entertainment, and Recreation	71	6,531	7,214	683	68	10.50%	1.00%
Construction	23	31,703	32,491	788	79	2.50%	0.20%
Educational Services	61	39,234	41,671	2,436	244	6.20%	0.60%
Finance and Insurance	52	18,047	20,732	2,685	269	14.90%	1.40%
Government	90	38,224	40,660	2,436	244	6.40%	0.60%
Health Care and Social Assistance	62	58,960	70,586	11,626	1,163	19.70%	1.80%
Information	51	6,640	6,199	-441	-44	-6.60%	-0.70%
Management of Companies and Enterprises	55	5,254	6,933	1,679	168	32.00%	2.80%
Manufacturing	31-33	24,608	27,128	2,520	252	10.20%	1.00%
Mining, Quarrying, and Oil and Gas Extraction	21	15,322	23,150	7,828	783	51.10%	4.20%
Other Services (except Public Administration)	81	18,387	19,291	904	90	4.90%	0.50%
Professional, Scientific, and Technical Services	54	16,450	19,994	3,544	354	21.50%	2.00%
Real Estate and Rental and Leasing	53	5,133	6,113	980	98	19.10%	1.80%
Retail Trade	44-45	49,220	51,405	2,185	219	4.40%	0.40%
Self-Employed and Unpaid Family Workers (excluding Agriculture)	000670	18,772	19,627	855	86	4.60%	0.40%
Transportation and Warehousing	48-49	20,414	24,906	4,492	449	22.00%	2.00%
Utilities	22	3,847	3,994	147	15	3.80%	0.40%
Wholesale Trade	42	24,461	26,601	2,140	214	8.70%	0.80%

Source: Labor Market Information Center, Job Service North Dakota, Industry Summary, Employment and Projections

Occupational Projections (Long-term) for Multiple Occupations in North Dakota in 2016-2026
Occupational Projections Table

The table below shows the long-term employment projections for Multiple Occupations in North Dakota for the 2016-2026 projection period.

Occupation	Occupation Code	2016 Estimated Employment	2026 Projected Employment	Total 2016-2026 Employment Change	Annual Avg. Percent Change
Total, All	00-0000	480,796	535,585	54,789	1.10%
Architecture and Engineering	17-0000	6,811	8,208	1,397	1.90%
Arts, Design, Entertainment, Sports, and Media	27-0000	5,996	6,365	369	0.60%
Building and Grounds Cleaning and Maintenance	37-0000	17,270	19,456	2,186	1.20%
Business and Financial Operations	13-0000	18,486	21,225	2,739	1.40%
Community and Social Service	21-0000	7,494	8,683	1,189	1.50%
Computer and Mathematical	15-0000	7,591	8,994	1,403	1.70%
Construction and Extraction	47-0000	36,071	41,274	5,203	1.50%
Education, Training, and Library	25-0000	816	26,200	2,384	1.00%
Farming, Fishing, and Forestry	45-0000	5,577	5,761	184	0.30%
Food Preparation and Serving Related	35-0000	35,658	41,287	5,629	1.50%
Healthcare Practitioners and Technical	29-0000	25,976	30,610	4,634	1.70%
Healthcare Support	31-0000	13,099	15,041	1,942	1.40%
Installation, Maintenance, and Repair	49-0000	23,250	26,457	3,207	1.30%
Legal	23-0000	3,343	3,677	334	1.00%
Life, Physical, and Social Science	19-0000	3,690	4,019	329	0.90%
Management	11-0000	51,568	53,879	2,311	0.40%
Office and Administrative Support	43-0000	62,388	65,088	2,700	0.40%
Personal Care and Service	39-0000	21,033	24,581	3,548	1.60%
Production	51-0000	23,324	25,549	2,225	0.90%
Protective Service	33-0000	7,261	7,792	531	0.70%
Sales and Related	41-0000	41,519	44,090	2,571	0.60%
Transportation and Material Moving	53-0000	39,575	46,714	7,139	1.70%

Source: Labor Market Information Center, Job Service North Dakota, Occupational Summary

B. Long-term job projections in relation to types of unsubsidized jobs for which SCSEP participants are trained and types of skills training to be provided.

Many current and projected employment opportunities in North Dakota are more physical in nature such as construction, manufacturing, oil and gas extraction, and transportation and material moving, and tend to be difficult or not suited for most SCSEP participants. As the state’s workers are attracted to the higher wages being paid in these areas, openings are created in the industries and occupations better suited for SCSEP participants.

A fundamental task of the sub-recipient is to understand their local and regional labor market demands. The sub-recipient is responsible to assist participants to find jobs and develop employer leads. The industry and occupational projections are used to develop training options and is essential in helping a participant develop a realistic goal. This drives the participant’s Individual Employment Plan and community service work-based training assignment, and ensures participants are trained and placed in specific jobs where they live. A variety of methods will be used to achieve the placement of participants into unsubsidized employment:

- Intensify efforts to secure Workforce Innovation and Opportunity Act (WIOA) assistance for participants by co-enrolling participants;
- Participate in Job Club/Job Search Training, which can include resume preparation, interview skills, referrals, and basic computer skills training;
- Negotiate hiring contracts with current and prospective host agencies;
- Increase contact with private sector employers, trade groups, local economic development offices, etc.; and
- Register participants at the One-Stop Career Center.

The following table outlines the most likely long-term occupational opportunities for SCSEP participants in North Dakota, identifies the 2016-2026 percent of growth, and includes the types of skills training to be provided for each of these jobs.

Occupation	2016-2026 # of Growth	Types of Training to be Provided
Building, Grounds Cleaning, Maintenance	2,186	Use of buffer, polisher, and solvents. Lawn care, grounds keeping, and landscaping, including use of equipment and chemicals. Sheetrock repair, plumbing repair, painting techniques, and heating and air maintenance.
Community and Social Services	1,189	Client service and benefits assistance.
Food Preparation and Serving-Related	5,629	Cooking, food preparation, dietary restrictions, portion control, cleaning, sanitization, customer service, and wait staff etiquette.
Healthcare Support	1,942	CNA and Activities of Daily Living assistance.
Office and Administrative Support	2,700	Computer software including operations and website navigation, multiple phone lines and phone etiquette, customer service, interpersonal skills, bookkeeping, filing and records management, case noting, time management, and scheduling.

Personal Care and Service	3,548	Activities of Daily Living assistance, laundry, shopping, and scheduling.
Sales and Related	2,571	Interpersonal communications, customer service, and marketing.

Source: Labor Market Information Center, Job Service North Dakota, Occupational Summary

C. Current and projected employment opportunities and types of skills possessed by eligible individuals.

The industries most likely to provide substantial employment opportunities for SCSEP participants are accommodation and food services, administrative and support, healthcare and social assistance, information, retail trade, and transportation and warehousing.

The most likely occupational opportunities are building and grounds cleaning and maintenance, community and social services, food preparation and serving-related, healthcare support, office and administrative support, personal care and service, and sales and related.

Applicants for the SCSEP in North Dakota usually have the following types of skill levels and employment history:

- Multiple barriers to employment;
- Low levels of education (completed anywhere from 8th grade to high school);
- Skills levels that were acquired many years ago before technological changes impacted the workplace;
- Need to learn a skill, as well as assimilate to a workplace setting and the expectations of the workplace;
- A work gap from the time they were last employed and the time at which they seek to re-enter the workforce;
- Minimal employment history and experience;
- Experience cultural, social, or geographic isolation;
- Limited language skills; and
- Receiving public assistance.

The types of skills possessed by eligible individuals in the projected employment opportunities are limited; therefore, the SCSEP reaches out to them to assist with their skills training, a community service work-based assignment, and employment.

Section II. SCSEP Service Delivery and Coordination

A. Actions that will be taken to coordinate with other programs.

1) Coordination with WIOA Title I programs.

The Workforce Innovation and Opportunity Act (WIOA) Title I program is a federally-funded program which is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers

with skilled workers. In North Dakota, the WIOA Title 1 programs and services are administered by Job Service North Dakota.

Job Service North Dakota is the One-Stop Career Center providing employment, education, training, and skill development resources. Services are available to find a job, improve skills, and move to a better job when the time is right. Job Service North Dakota oversees the nine One-Stop Career Centers in the state. Each Job Service Career Center has a resource area with computers available for individual self-service. Resource area staff promote tools to assist individuals in making career choices such as the RUPrepareND.com, resume writing software, myskillsmyfuture.org, and mynextmove.org. The resource areas also offer a wide variety of printed materials. Resource area staff is available for those who lack computer skills to conduct their job search or to file an unemployment insurance claim. Job Service staff assist customers with complex online job applications.

In addition, the Job Service ND website (www.jobsnd.com) allows for self-service job search 24 hours a day, seven days a week, from anywhere as long as internet access is available. Jobsnd.com links to the online labor exchange system for individual job search and employer job posting activities. Job seekers can use jobsnd.com to create résumés and conduct automated job searches. Additionally, job seekers can become aware of education and training programs available and view labor market information such as high-demand occupations, current wages and training required. Job seekers can also explore career options, find direction to veteran services, and access community resources.

Aging Services Division and the sub-recipient will coordinate services with the WIOA Title I programs and the One-Stop Career Centers. The One-Stop Centers provide a great opportunity for participants to explore the many options available to them. The sub-recipient will assist participants in closely working with the One-Stop Centers. The sub-recipient will also utilize the One-Stop system for outreach to ensure older individuals entering the One-Stop Centers are not automatically referred to the SCSEP because they are 55 years of age or older. The individual will have the opportunity to receive career services as well as training services as appropriate. The individual may also be co-enrolled and may benefit from the opportunity to receive older worker and WIOA services.

Opportunities to locate SCSEP offices and training assets within all American Job Centers (AJC) in North Dakota are being pursued. This will increase collaboration to tie SCSEP with WIOA and Wagner-Peyser services to greatly enhance participant employment possibilities such as resume building, application writing, and job seeking. This also will provide leverage of various programs and resources to meet the employment needs of North Dakota's older workforce.

2) Coordination with Older Americans Act programs.

Aging Services Division contracts for Older Americans Act services across the state. Contract services include nutrition, health maintenance, tribal home visits, senior companion, legal assistance, and assistive safety devices. The contract entities are a prime referral source for SCSEP as well as a source to disseminate recruitment materials. In addition, Older Americans Act contract entities are valuable host agencies. Participants can learn many skills for job opportunities in the identified long-term industries and occupations.

The sub-recipient will seek to partner with additional contract entities as prospective host agency sites. In addition, the sub-recipient will recruit by participating in the provider's community activities such as health fairs and wellness events. The sub-recipient will also increase collaborative efforts in entering into Memorandums of Understanding (MOUs) to facilitate referrals.

3) Coordination with other private and public entities and programs.

There are many entities that the Aging Services Division and the sub-recipient progressively build partnerships with that provide services to older North Dakotans.

Aging Services Division and the Division of Vocational Rehabilitation are under the same umbrella of the North Dakota Department of Human Services. The current collaboration between the Divisions is strong and greatly enhances the success of individuals. The sub-recipient refers participants to Vocational Rehabilitation to assist with disability evaluation and assessment and adaptation toward their recovery. Vocational Rehabilitation refers clients to the sub-recipient to assist with assessment of job skills and required training for employment in specific career fields. Other partnerships include North Dakota Senior Service Provider's Association, Independent Living Centers, Lutheran Social Services, transit providers, adult protective services, human service zones (formerly known as county social services), local veteran's service centers, adult education, AJCs, homeless coalitions, housing authorities, tribal colleges, AARP, etc. The sub-recipient will increase collaborative efforts in entering into MOUs to facilitate referrals.

4) Coordination with other labor market and job training initiatives.

Aging Services Division will closely work with Job Service North Dakota as the One-Stop Career Center providing employment, education, training, and skill development resources.

North Dakota has four designated training institutions of higher education and five tribal community colleges that provides comprehensive workforce training to meet employer-defined needs. Aging Services Division and the sub-recipient will explore the training being provided by Lake Region State College, North Dakota State College of Science, Bismarck State College, Williston State College, Cankdeska Cikana Community College, Fort Berthold Community College, Sitting Bull College, Turtle Mountain Community College, and United Tribes Technical College to coordinate services and pursue leveraging of resources.

The North Dakota Department of Commerce, Division of Workforce Development develops linkages between partners of the State's system for workforce development, workforce training, and talent attraction, to assure coordination and non-duplication of programs and services provided in the state. Aging Services Division and the sub-recipient will align with current and projected employment opportunities determined by the Division of Workforce Development.

The North Dakota Department of Human Services, Division of Vocational Rehabilitation, has a training program for individuals with a disability. The current collaboration between the sub-recipient and the Division of Vocational Rehabilitation is strong and greatly enhances the success of individuals.

5) Coordination with the one-stop delivery system.

The one-stop delivery system provides a great opportunity for participants to explore the many options available to them. The individual will have the opportunity to receive career services as well as training services as appropriate. The individual may also be co-enrolled and may benefit from the opportunity to receive older worker and WIOA services.

Aging Services Division and the sub-recipient will coordinate services with the WIOA programs and the One-Stop Career Centers. The sub-recipient will assist participants with registration at One-Stop Centers.

Aging Services Division and the sub-recipient will work to enhance coordination with the WIOA programs and One-Stop Career Centers. Opportunities to locate SCSEP offices and training assets within all AJC locations are being pursued. Aging Services Division and the sub-recipient will encourage Job Service North Dakota to accept additional participants for community service work-based assignments.

B. Long-term strategy for engaging employers for placement of participants in unsubsidized employment.

Aging Services Division and the sub-recipient will increase access to new employers through leveraging of existing business relationships, use of national employers to expand partnerships in all local areas where their businesses operate, participating in job fairs in local communities as well as making SCSEP resources available to employers holding job fairs, and identifying industries and occupations for employment opportunities suitable for the SCSEP workforce. These efforts will have potential to produce significant SCSEP program benefits and will aid participants to gain skills to meet business needs.

The sub-recipient will be responsible to develop unsubsidized employment opportunities to assist SCSEP participants in securing employment. This will require the sub-recipient to develop employer leads by identifying and meeting with potential employers in communities throughout state.

C. Long-term strategy for serving minorities.

Aging Services Division has a long history of serving minorities in North Dakota. Based on the PY 2017 SCSEP Final Minority Reports provided by the U.S. Department of Labor, and the PY 2018 SPARQ Quarterly Progress Report (QPR), third quarter (Q3) data, there were slight increases and decreases between the minority populations; however, overall services to minorities in North Dakota remains at 12.0%.

The following table shows the increases and decreases.

	PY 17 Minority Report, Volume II	PY 18 Quarter 3 SPARQ Data	Minority Enrollment Increase/(-Decrease)
Hispanic	1.4%	0.00%	-1.4%
African American	8.7%	7.00%	-1.7%
Asian	0.00%	1.00%	1.0%
American Indian	5.8%	4.00%	-1.8%
Pacific Islander	0.00%	0.00%	0.00%
Totals	15.9%	12.0%	-3.9%

Source: WorkforceGPS Posted 8/29/2019, SCSEP Minority Report PY 2017 & ND SCSEP 2019 Program Narrative

Every effort is made to address recruitment of minority participants. To reach minorities, Aging Services Division networks with providers who serve minorities such as North Dakota's tribal entities, nutrition service providers throughout the state, Legal Services of North Dakota, Lutheran Social Services Senior Companion Program, and Lutheran Social Services New Americans Program for working with refugees. Special effort is made to reach potential minority participants by speaking at community events, job fairs, and senior expos. Neighbors, family, and friends who attend these events often pass along information to individuals who are eligible for SCSEP services.

The sub-recipient also spends a great deal of time and attention connecting with other agencies and programs that provide services to seniors who can assist with recruitment of minority participants through their own work. The SCSEP is a welcome resource for agencies and programs that are seeking to help their customers. Among these are organizations that advocate or serve ethnic and cultural groups, including individuals from other cultures with limited work skills and work history. Examples are senior centers, cultural/social groups, fraternal organizations, adult education, English-as-second-language, literacy programs, homeless shelters, food pantries, vocational rehabilitation sites, and rural home repair programs, to list a few. Other valuable partners are church and community leaders in minority communities who are involved with and trusted by individuals in need.

The North Dakota State Plan on Aging outlines its compliance with the requirement for coordination between Title III and Title VI of the Older Americans Act. Coordination includes setting aside funding for nutrition and tribal home visit services on the reservations, funding factors to target services to low-income minorities, coordinating

services to maximize service provision and avoid duplications, and inviting contract entity staff to serve on planning committees and attend trainings.

D. Community services and places where services are most-needed.

Community service work-based assignments arranged for SCSEP participants are as diverse as the people and locations served. The sub-recipient must have a working knowledge of local community needs and agencies and organizations that meet the requirements for being a host agency. The sub-recipient will work with the host agency to assure quality supervision and training is provided for the participant. To assure assignments are designed to address the skill and job readiness needed in the current climate, the sub-recipient reviews the assignments on an on-going basis. On-site visits will be conducted to determine if the assignment:

- Provides opportunities to learn job skills that match local job market demand;
- Offers meaningful training of essential community services;
- Provides a safe and beneficial working environment that supports a participant's ability to carry out the SCSEP assignment and obtain employment;
- Involves staff committed to providing quality supervision;
- Involves staff committed to providing quality training; and
- Meets all other SCSEP requirements.

Recognizing the participant's needs and desired outcomes are significant. The sub-recipient strives to ensure the activities to which participants are assigned are representative of the diversity of the community, meet essential community needs, and are balanced between services to the general population and to the elderly population.

In addition to a community worked-based assignment, other community services often needed are housing, transportation, food, heating and cooling assistance, clothing, and healthcare. These are also essential items for a participant to gain meaningful employment. This need is statewide and is not specific to urban or rural locations.

Aging Services Division provides information to the sub-recipient on an ongoing basis regarding available community services. In addition, the Division maintains an online database of services and providers in North Dakota. This resource is available on the Department of Human Services' website **choice.nd.assistguide.net**.

The sub-recipient is familiar with the community services available and will make referrals as needed by a participant.

E. Long-term strategy to improve services.

Aging Services Division will continue to work to improve SCSEP services in the state. The Division has a close working relationship with the current sub-recipient and the national grantees and will continue to work in collaboration and coordination to achieve the goal of the SCSEP. This will include:

- On-site contact with participants;
- On-site contact with host agencies;
- Increase the number of face-to-face meetings;
- Coordinate SCSEP staff-related trainings;
- Present at staff meetings and provider organizations to give an overview of SCSEP and request assistance in finding prospective SCSEP participants and host agencies;
- Maintain updated SCSEP information in information and referral databases and websites;
- Collaborate to advertise the value of older workers through news releases, participation in employment work groups, and any other opportunity to promote the program.

F. Strategy for continuous improvement in performance for participants to enter into unsubsidized employment.

Aging Services Division will continue to coordinate and collaborate with the SCSEP national grantees in North Dakota in the planning and development of continuous improvement towards the SCSEP participant's entry into unsubsidized employment. Strategies implemented will include:

- Engage and develop partnerships with employers, specifically those employers in high-growth industries and occupations through state and local workforce and economic development and collaborations;
- Identify employment opportunities with established career ladders and ensure the sub-recipient provides skills training for participants that address the needed skills to enter the workforce; and
- Continue timely retention activities with participants and employers once the participant enters unsubsidized employment to ensure performance goals are met.

Section III. Location and Population Served, Including Equitable Distribution

A. Localities and populations for which services are most needed.

The U.S. Department of Labor provides states with the SCSEP Equitable Distribution based on the latest census data of SCSEP eligible population within each state. In North Dakota, for PY 2018, there are 241 SCSEP authorized positions of which 49 are state grantee positions and 192 are national grantee positions. Aging Services Division administers the state grantee positions and the U.S. Department of Labor selects national grantees to administer the national grantee positions in North Dakota. The state grantee provides services in 15 counties and the national grantees provide services in 38 counties.

The following tables show the counties served by the state grantee and the national grantees.

Counties Served by State Grantee						
Adams	Bowman	Burleigh	Cass	Divide	Dunn	Golden Valley
Grand Forks	Hettinger	McKenzie	Mountrail	Richland	Sargent	Stark
Steele	Traill	Ward	Williams			

Source: 2018 SCSEP Equitable Distribution/Authorized Positions by Grantee

Counties Served by National Grantees						
Barnes	Benson	Bottineau	Burleigh	Cass	Cavalier	Dickey
Emmons	Foster	Grand Forks	Grant	Griggs	Kidder	LaMoure
Logan	McHenry	McLean	Mercer	Morton	Nelson	Oliver
Pembina	Pierce	Ramsey	Ransom	Renville	Richland	Rolette
Sheridan	Sioux	Stark	Stutsman	Towner	Walsh	Ward
Wells	Williams					

Source: 2018 SCSEP Equitable Distribution/Authorized Positions by Grantee

B. Counties where services will take place, authorized positions, and changes in positions.

The total authorized positions remain the same from PY 17 to PY 2018. The state positions had no known changes and the national position increased by one.

The following table outlines the increase or decrease from PY 2017 to PY 2018 Equitable Distribution authorized positions per county for the state grantees and the national grantees.

NORTH DAKOTA EQUITABLE DISTRIBUTION							
Counties	Total	State Grantee Authorized Positions			National Grantee Authorized Positions		
	PY 18 ED Based on Census	PY 17	PY 18	PY 17- PY 18 Change	PY 17	PY 18	PY 17- PY 18 Change
Adams	0	0	0	0	0	0	0
Barnes	5	0	0	0	5	5	0
Benson	4	0	0	0	4	4	0
Billings	0	0	0	0	0	0	0
Bottineau	4	0	0	0	4	4	0
Bowman	2	2	2	0	0	0	0
Burke	0	0	0	0	0	0	0
Burleigh	22	4	4	0	18	18	0
Cass	33	5	5	0	27	28	1
Cavalier	2	0	0	0	2	2	0
Dickey	2	0	0	0	2	2	0
Divide	2	2	2	0	0	0	0
Dunn	2	2	2	0	0	0	0
Eddy	0	0	0	0	0	0	0
Emmons	3	0	0	0	3	3	0
Foster	2	0	0	0	2	2	0
Golden Valley	0	0	0	0	0	0	0
Grand Forks	18	5	5	0	13	13	0
Grant	2	0	0	0	2	2	0
Griggs	2	0	0	0	2	2	0
Hettinger	0	0	0	0	0	0	0

Kidder	2	0	0	0	2	2	0
LaMoure	3	0	0	0	3	3	0
Logan	2	0	0	0	2	2	0
McHenry	3	0	0	0	3	3	0
McIntosh	3	0	0	0	3	3	0
McKenzie	2	2	2	0	0	0	0
McLean	5	0	0	0	5	5	0
Mercer	5	0	0	0	5	5	0
Morton	11	0	0	0	11	11	0
Mountrail	3	3	3	0	0	0	0
Nelson	2	0	0	0	2	2	0
Oliver	2	0	0	0	2	2	0
Pembina	3	0	0	0	3	3	0
Pierce	3	0	0	0	3	3	0
Ramsey	5	0	0	0	5	5	0
Ransom	3	0	0	0	3	3	0
Renville	2	0	0	0	2	2	0
Richland	6	4	4	0	2	2	0
Rolette	9	0	0	0	9	9	0
Sargent	2	2	2	0	0	0	0
Sheridan	2	0	0	0	2	2	0
Sioux	2	0	0	0	2	2	0
Slope	0	0	0	0	0	0	0
Stark	10	5	5	0	5	5	0
Steele	2	2	2	0	0	0	0
Stutsman	10	0	0	0	10	10	0
Towner	2	0	0	0	2	2	0
Traill	3	3	3	0	0	0	0
Walsh	5	0	0	0	5	5	0
Ward	14	4	4	0	10	10	0
Wells	3	0	0	0	3	3	0
Williams	7	4	4	0	3	3	0
Total		49	49	0	191	192	1

Source: 2018 SCSEP Equitable Distribution/Authorized Positions by State Table

C. Slot imbalances and steps to achieve equitable distribution of positions.

In North Dakota, for PY 2018, there are 241 SCSEP authorized positions of which 49 are state grantee positions and 192 are national grantee positions. The state grantee provides services in 15 counties and the national grantees provide services in 38 counties.

The following table outlines the PY 2018 authorized positions per county served by the state grantees and the national grantees and shows the enrollments and variances for each.

NORTH DAKOTA AUTHORIZED POSITIONS, ENROLLMENTS, AND VARIANCES ALL COUNTIES SERVED								
Counties	State Grantee			National Grantees			Variance	
	Authorized Positions	Enrollments	Variances	Authorized Positions	Enrollments	Variances	#	%

Adams	0	1	1	0	0	0	1	50%
Barnes	0	0	0	5	4	-1	-1	-50%
Benson	0	0	0	4	4	0	0	0%
Billings	0	0	0	0	0	0	0	0%
Bottineau	0	0	0	4	4	0	0	0%
Bowman	2	1	-1	0	0	0	-1	-50%
Burke	0	0	0	0	0	0	0	0%
Burleigh	4	5	1	18	9	-9	-8	-36%
Cass	5	8	3	28	21	-7	-4	-12%
Cavalier	0	0	0	2	0	-2	-2	-100%
Dickey	0	0	0	2	1	-1	-1	-50%
Divide	2	1	-1	0	0	0	-1	-50%
Dunn	2	0	-2	0	0	0	-2	-100%
Eddy	0	0	0	0	0	0	0	0%
Emmons	0	0	0	3	4	1	1	0%
Foster	0	0	0	2	0	-2	-2	-100%
Golden Valley	0	2	2	0	0	0	2	100%
Grand Forks	5	6	1	13	4	-9	-8	-44%
Grant	0	0	0	2	4	2	2	100%
Griggs	0	0	0	2	1	-1	-1	-50%
Hettinger	0	2	2	0	0	0	2	100%
Kidder	0	0	0	2	1	-1	-1	-50%
LaMoure	0	0	0	3	1	-2	-2	-100%
Logan	0	0	0	2	0	-2	-2	-100%
McHenry	0	0	0	3	0	-3	-3	-100%
McIntosh	0	0	0	3	0	-3	-3	-100%
McKenzie	2	0	-2	0	0	0	-2	-100%
McLean	0	0	0	5	4	-1	-1	-50%
Mercer	0	0	0	5	2	-3	-3	-100%
Morton	0	0	0	11	7	-4	-4	-100%
Mountrail	3	1	-2	0	0	0	-2	-100%
Nelson	0	0	0	2	0	-2	-2	-100%
Oliver	0	0	0	2	0	-2	-1	-50%
Pembina	0	0	0	3	0	-3	-3	-100%
Pierce	0	0	0	3	1	-2	-2	-100%
Ramsey	0	0	0	5	8	3	3	60%
Ransom	0	0	0	3	0	-3	-3	-100%
Renville	0	0	0	2	0	-2	-2	-100%
Richland	4	1	-3	2	1	-1	-4	-100%
Rolette	0	0	0	9	11	2	2	22%
Sargent	2	0	-2	0	0	0	-2	-100%
Sheridan	0	0	0	2	0	-2	-2	-100%
Sioux	0	0	0	2	7	5	5	250%
Slope	0	0	0	0	0	0	0	0%
Stark	5	13	8	5	5	0	8	80%
Steele	2	0	-2	0	0	0	-2	-100%
Stutsman	0	0	0	10	8	-2	-2	-100%
Towner	0	0	0	2	0	-2	-2	-100%
Traill	3	0	-3	0	0	0	-3	-100%
Walsh	0	0	0	5	0	-5	-5	-100%
Ward	4	2	-2	10	9	-1	-3	-21%
Wells	0	0	0	3	0	-3	-3	-100%

Williams	4	0	-4	3	1	-2	-6	-86%
Total	49	43	-6	192	122	-70	-76	

Source: 2018 SCSEP Equitable Distribution/Authorized Positions by State Table

The following table shows that 38 counties in North Dakota are underserved and shows the enrollments and variances in each.

NORTH DAKOTA AUTHORIZED POSITIONS, ENROLLMENTS, AND VARIANCES UNDERSERVED COUNTIES								
Counties	State Grantee			National Grantees			Variance	
	Authorized Positions	Enrollments	Variances	Authorized Positions	Enrollments	Variances	#	%
Barnes	0	0	0	5	4	-1	-1	-2%
Bowman	2	1	-1	0	0	0	-1	-50%
Burleigh	4	5	1	18	9	-9	-8	-36%
Cass	5	8	3	28	21	-7	-4	-12%
Cavalier	0	0	0	2	0	-2	-2	-100%
Dickey	0	0	0	2	1	-1	-1	-50%
Divide	2	1	-1	0	0	0	-1	-50%
Dunn	2	0	-2	0	0	0	-2	-100%
Foster	0	0	0	2	0	-2	-2	-100%
Grand Forks	5	6	1	13	4	-9	-8	-44%
Griggs	0	0	0	2	1	-1	-1	-50%
Kidder	0	0	0	2	1	-1	-1	-50%
LaMoure	0	0	0	3	1	-2	-2	-100%
Logan	0	0	0	2	0	-2	-2	-100%
McHenry	0	0	0	3	0	-3	-3	-100%
McIntosh	0	0	0	3	0	-3	-3	-100%
McKenzie	2	0	-2	0	0	0	-2	-100%
McLean	0	0	0	5	4	-1	-1	-2%
Mercer	0	0	0	5	2	-3	-3	-60%
Morton	0	0	0	11	7	-4	-4	-36%
Mountrail	3	1	-2	0	0	0	-2	-67%
Nelson	0	0	0	2	0	-2	-2	-100%
Oliver	0	0	0	2	0	-2	-2	-100%
Pembina	0	0	0	3	0	-3	-3	-100%
Pierce	0	0	0	3	1	-2	-2	-67%
Ransom	0	0	0	3	0	-3	-3	-100%
Renville	0	0	0	2	0	-2	-2	-100%
Richland	4	1	-3	2	1	-1	-4	-67%
Sargent	2	0	-2	0	0	0	-2	-100%
Sheridan	0	0	0	2	0	-2	-2	-100%
Steele	2	0	-2	0	0	0	-2	-100%
Stutsman	0	0	0	10	8	-2	-2	-20%
Towner	0	0	0	2	0	-2	-2	-100%
Traill	3	0	-3	0	0	0	-3	-100%
Walsh	0	0	0	5	0	-5	-5	-100%
Ward	4	2	-2	10	9	-1	-3	-21%
Wells	0	0	0	3	0	-3	-3	-100%
Williams	4	0	-4	3	1	-2	-6	-86%

Source: 2018 SCSEP Equitable Distribution/Authorized Positions by State Table

The following table shows that 7 counties in North Dakota are overserved and the enrollments and variances in each.

NORTH DAKOTA AUTHORIZED POSITIONS, ENROLLMENTS, AND VARIANCES OVERSERVED COUNTIES								
Counties	State Grantee			National Grantees			Variance	
	Authorized Positions	Enrollments	Variances	Authorized Positions	Enrollments	Variances	#	%
Adams	0	1	1	0	0	0	1	50%
Emmons	0	0	0	0	3	4	1	33%
Golden Valley	0	2	2	0	0	0	2	100%
Grant	0	0	0	2	4	2	2	100%
Hettinger	0	2	2	0	0	0	2	100%
Ramsey	0	0	0	5	8	3	3	60%
Rolette	0	0	0	9	11	2	2	22%
Sioux	0	0	0	2	7	5	5	40%
Stark	5	13	8	5	5	0	8	80%

Source: 2018 SCSEP Equitable Distribution/Authorized Positions by State Table

North Dakota's oil activity continues to go up and down resulting in changes to the available workforce. As the state's workers are attracted to the higher wages being paid in the oil-related industries and occupations, openings are created in the industries and occupations better suited for SCSEP participants. This may cause slot imbalances.

D. Long-term strategy to achieve equitable distribution of positions.

1) Equitably serves both rural and urban areas.

North Dakota is a rural state with the exception of Bismarck/Mandan, Fargo, and Grand Forks.

Of the underserved counties, four counties are in urban areas (Bismarck-Burleigh County, Fargo-Cass County, Grand Forks-Grand Forks County, and Mandan-Morton County), and seven are in the rural areas of the state.

Aging Services Division and the sub-recipient will use the website **SCSEPED.org** tools as a method to keep abreast and manage the slots to assure equitable distribution of positions in urban and rural areas. The sub-recipient will be advised to follow the authorized positions by county in order to maintain equitable distribution in rural and urban areas.

2) Serves individuals afforded priority for service.

When selecting participants from the eligible applicants, priority will be given to those individuals who have one or more of the following characteristics:

- 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;
- Have low employment prospects;
- Have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or at risk for homelessness.

Aging Services Division and the sub-recipient will review participant characteristics on a regular basis to ensure targeted populations are being served and given priority. The sub-recipient will continue to select individuals with these priority characteristics. If a wait list becomes necessary, the sub-recipient will be advised that these individuals will maintain priority.

E. Ratio of eligible individuals to total eligible population.

Aging Services Division will use the Equitable Distribution as provided by the U.S. Department of Labor as the basis for assuring a ratio of eligible individuals in each county to the total eligible population in the state. Any new data that would require some changes in positions per county based on the previous year’s equitable distribution figures will be reviewed and coordinated with the national grantees providing SCSEP in North Dakota. Any changes either with state grantee slots or national grantee slots will be addressed through attrition or transfer of participants to reach desired goal. No participant will be terminated due to equitable distribution.

Aging Services Division will also use the data provided by the United States Census Bureau to monitor the movement of the aging population within North Dakota.

F. Relative distribution of eligible individuals.

Aging Services Division and the sub-recipient make every effort to serve individuals in North Dakota. These individuals reside in both urban and rural areas, have the greatest economic need, are minorities, have limited English proficiency, and have the greatest social need.

The following table shows the number of individuals in North Dakota who are 55 years of age and older. For many of these individuals, the SCSEP will be a valuable opportunity to receive skills training and a community service work-based assignment leading to unsubsidized employment in North Dakota.

55 Years of Age and Older	Total
55 to 59 years	49,436
60 to 64 years	45,787
65 to 74 years	64,047
75 to 84 years	33,947

85 years and older	18,439
Total	211,656

Source: data.census.gov, 2018 North Dakota ACS Demographic and Housing Estimates

The following table, for urban, rural, and minority is based on the North Dakota 2018 census and for poverty is based on the 2018 Current Population Estimates.

NORTH DAKOTA					
COUNTIES	2018 CENSUS	URBAN	RURAL	MINORITY	POVERTY
	55+	55+	55+	55+	65+
Adams	917	-	917	5	58
Barnes	3,997	-	3,997	46	238
Benson	1,741	-	1,741	489	240
Billings	321	-	321	0	18
Bowman	633	-	633	7	37
Burke	1,244	-	1,244	5	75
Bottineau	2,524	-	2,524	39	186
Burleigh	26,429	-	-	736	1,824
Bismarck Urban		21,223	-	-	-
Burleigh Rural		-	5,206	-	-
Cass	38,260	-	-	1,334	2,481
Fargo Urban		25,807	-	-	-
Cass Rural		-	12,453	-	-
Cavalier	1,656	-	1,656	34	83
Dickey	1,736	-	1,736	27	95
Divide	1,087	-	1,087	42	163
Dunn	1,447	-	1,447	163	153
Eddy	856	-	856	28	68
Emmons	1,543	-	1,543	8	205
Foster	1,251	-	1,251	19	57
Golden Valley	699	-	699	15	55
Grand Forks	16,044	-	-	764	1,347
Grand Forks Urban		12,292	-	-	-
Grand Forks Rural		-	3,752	-	-
Grant	1,104	-	1,104	9	118
Griggs	1,002	-	1,002	1	57
Hettinger	989	-	989	8	63
Kidder	938	-	938	24	93
LaMoure	1,711	-	1,711	29	168
Logan	901	-	901	32	117
McHenry	2,043	-	2,043	33	212
McIntosh	1,263	-	1,263	22	134
McKenzie	2,586	-	2,586	324	361
McLean	3,795	-	3,795	190	261
Mercer	3,031	-	3,031	68	233
Morton	8,874	-	-	261	747
Mandan Urban		5,944	-	-	-
Morton Rural		-	2,930	-	-
Mountrail	2,400	-	2,400	448	222
Nelson	1,333	-	1,333	14	97
Oliver	756	-	756	44	39
Pembina	2,765	-	2,765	89	178

Pierce	1,612	-	1,612	28	160
Ramsey	3,875	-	3,875	129	309
Ransom	1,962	-	1,962	91	155
Renville	818	-	818	31	38
Richland	5,235	-	5,235	143	318
Rolette	3,274	-	3,274	1,999	603
Sargent	1,446	-	1,446	4	54
Sheridan	637	-	637	3	75
Sioux	749	-	749	542	150
Slope	320	-	320	0	12
Stark	7,541	-	7,541	155	671
Steele	746	-	746	11	31
Stutsman	7,026	-	7,026	63	571
Towner	895	-	895	10	111
Traill	2,677	-	2,677	18	176
Walsh	3,568	-	3,568	160	355
Ward	14,430	-	14,430	1,973	1,094
Wells	1,823	-	1,823	13	157
Williams	7,026	-	7,026	435	437
STATEWIDE TOTAL	203,536	65,266	138,270	11,165	15,960

Source: data.census.gov, 2018 North Dakota ACS 5-Year Estimates Detailed Tables

1) Urban and rural areas.

North Dakota is a rural state with the exception of Bismarck/Mandan, Fargo, and Grand Forks.

2) Greatest economic need.

Many older individuals need to work in order to pay for the necessities of life: food, housing, transportation, and medical care. Social security benefits alone cannot meet their needs and they must subsidize this with employment. A large number of the participants are working to pay for prescriptions or to cover the cost of health insurance. The SCSEP assists these individuals with their necessities.

3) Minorities.

The following table shows the minority population in North Dakota eligible for the SCSEP based on years of age.

Ages	Hispanic	African American	Asian	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Totals Minority
55 to 64 years	1,258	1,199	716	3,401	28	6,602
65 to 74 years	458	373	501	1,721	25	3,078
75 to 84 years	172	73	120	700	8	1,073
85 years and older	98	19	46	183	2	348
Total	1,986	1,664	1,383	6,005	63	11,101

Source: ND SCSEP 2019 Program Narrative/ U.S. Census Bureau - 2018 American Community Survey

North Dakota has been successful in serving low-income older North Dakotans among minority communities. Aging Services Division staff tracks the numbers of minorities

served through the SPARQ Quarterly Progress Reports. Aging Services Division reviews participant characteristics and evaluates whether minorities are being served proportionately to their numbers in local areas. Corrective action and changes in outreach strategies will be implemented where minority services may be lacking.

4) Limited English proficient.

Participants are provided with English-as-a-second-language classes and assigned to community services work-based assignments that accommodate the language barrier. The challenges related to serving individuals with limited English are equally rewarding when they find successful unsubsidized employment.

5) Greatest social need.

As a rural state, isolation due to distance and the inability to access services is especially prevalent in the very rural, low populated areas. Coordination with local transit programs assists individuals in accessing participation in SCSEP. Recruitment for participants requires some different methods than those used in urban areas due to the distance factor between participants, community services assignments, and prospective employers; the high transportation costs, and increased time needed to serve the participants.

G. Steps to avoid disruption to participants when positions are redistributed, when new Census or other data becomes available, or when there is over-enrollment.

To the extent feasible, every attempt will be made to avoid service disruptions should there be a need to move positions related to equitable distribution. The sub-recipient will monitor monthly the distribution of participation and submit with the quarterly narrative report information on the current participation distribution. The state grantee will review census data, as available, to monitor changes and trends. Any new data requiring a change in positions per county will be addressed through mutual agreement with the state and national grantees and where possible, addressed through attrition or transfer of participants to reach desired goal. No participant will be terminated due to equitable distribution.

Aging Services Division will work closely with the U.S. Department of Labor and the national grantees in North Dakota to continue improving the equitable distribution of SCSEP positions within the state.