

**Senior Community Service Employment Program
Grantee Statement of Work for PY 2016 Funding**

Senior Community Service Employment Program (SCSEP) grantees awarded funds for Program Year (PY) 2016 will use these funds to provide eligible unemployed, low-income seniors with training to acquire the skills necessary to secure employment. The subsidized wages paid to participants provide needed income to seniors 55 and older with an added benefit to their communities from their service.

Authority for Funding, Activities, and Reporting:

The Department of Labor expects grantees to adhere to the current statutory and regulatory requirements for SCSEP, as contained in the following:

- Funding Opportunity Announcement, FOA-ETA-16-04, March 15, 2016;
- TEGL 18-15, Program Year 2016 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State and Territorial Grant Applicants, April 6, 2016;
- TEGL 12-15, PY 2016 Federal Poverty Guidelines (February 6, 2016);
- Consolidated Appropriations Act, 2016 (Pub. L. 114-113), December 18, 2015;
- 2006 Older Americans Act Amendments (OAA), P.L. 109-365, 42 U.S.C. 3056 et seq.;
- SCSEP Final Rule, 75 FR 53785 (September 1, 2010);
- TEGL 12-06, Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility (December 28, 2006);
- Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, 2 CFR 200, (December 26, 2013); also 2 CFR 2900 (December 19, 2014 and December 30, 2015);
- Priority of Service for Covered Persons: Final Rule 20, CFR Part 1010, (December 19, 2008);
- TEGL 10-09, Implementing Priority of Service for Veterans and Eligible Spouses in All Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (November 10, 2009);
- Training and Employment Notice (TEN) 15-10, Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040);

Grantee Activities:

Accountability and transparency for use of PY 2016 funds are ensured through the following grantee activities:

- Track participation and document program activities and directly enter data using the SCSEP Performance and Results QPR (SPARQ) data collection and performance reporting system;

- Provide SCSEP services within the counties/geographic areas, only as authorized in accordance with Program Year Equitable Distribution;
- Develop and maintain appropriate management strategies to deal with fluctuations in funding, including recruitment and enrollment policies, and manage grant funds so as to avoid fluctuations in the number of hours per week in community service provided to participants;
- Evaluate and adhere to termination policies as appropriate;
- Ensure grievance policies are clear and available to all applicants and participants;
- Recruit new host agencies and expand opportunities at existing host agencies;
- Maintain individual durational limit (IDL) policies that ensure equitable and uniform practices for all SCSEP participants reaching their individual participation durational limits in PY 2016, including transition strategies, with any revised IDL policy approved by DOL to take effect no sooner than 120 days after approval;
- Monitor and report efforts to serve minority individuals;
- Protect against maintenance of effort violations;
- Track all SCSEP grant funds and submit all required financial reports in a timely manner as determined by the Department of Labor (USDOL); and
- Follow Programmatic Assurances as prescribed.
- Ensure the least disruption for participants transitioning into and out of service areas.

The submission of an SF-424 Application for Federal Assistance signed by the grantee's authorized representative, an SF-424A with a Budget Narrative, Program Narrative, and signed Programmatic Assurances, and any Optional Special Requests constitute acceptance of this Generic Statement of Work and the issuance of a PY 2016 grant agreement.