

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 12-13(P)
SUBJECT: SCSEP Fiscal Year 2012-13 Title V, Senior Community Service Employment Program, Budget Display Amendment #1	DATE ISSUED: September 12, 2012
REVISED:	EXPIRES: June 30, 2013
REFERENCES: Original FY 2012-13 SCSEP Contract	SUPERSEDES: Initial Budget Display transmitted via PM 12-06(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> CBAS <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other <p style="text-align: center;">Transmit FY 2012-13 SCSEP Budget Display Amendment #1</p>	

Purpose

This Program Memo (PM) transmits the amended Budget Display for Fiscal Year (FY) 2012-13 Title V Senior Community Service Employment Program (SCSEP) Contract Amendment #1.

Grant Information

This Budget Display represents a reconciliation between the original funding allocations and the actual amount of the award received per the FY 2012-13 U.S. Department of Labor federal grant award (AD-22866-12-55-A-6). As a result, an additional \$97,896 will be allocated through the Department contract amendment process. There are no changes to the number of participant slots.

AAAs may use a maximum of eight percent of their local assistance funding for administrative purposes.

Funds must be spent by: June 30, 2013

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**Budget
Submission
Instructions**

Revision #1 Budget Summary form (CDA 35) must be submitted for the FY 2012-13 SCSEP budget as follows:

1. Incorporate the amounts shown in your Budget Display (attached).
2. Email your revised budget forms to your assigned program Fiscal Team Specialist.

Due Date: The revised budget form must be submitted as soon as possible, but no later than 30 calendar days from the date of this PM.

**How to Report
Expenditures
and Request
Funds**

To report expenditures and request funds, AAAs will continue to use the Title V SCSEP Monthly Expenditure Report and Request for Funds form (CDA 29).

CDA 35 and CDA 29 forms are available for downloading from the CDA website at http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/. To retrieve these forms, use the Quick Index link for Title V Documents. There have been no new revisions to these forms.

**Updated
Contract
Packages**

CDA will mail an amended contract package (Amendment #1), under separate cover, to each AAA receiving additional SCSEP funds.

Warning: CDA will not process Amendment #1 payments for FY 2012-13 until the Amendment #1 contract is fully executed and the revised budget is approved by CDA.

Inquiries

Please contact your assigned AAA Fiscal Team Specialist if you have any questions.

Attachments

- FY 2012-13 SCSEP Amendment #1 Budget Display - Statewide Allocation Summary
 - FY 2012-13 SCSEP Amendment #1 Budget Displays - Individual AAA Allocations
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Lora Connolly
Director