

DEPARTMENT OF AGING

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PROGRAM MEMO (PM)

TO: AREA AGENCIES ON AGING (AAA)	NO.: PM 04-14 (P)
SUBJECT: Annual Project Narrative Instructions for the Title V/Senior Community Service Employment Program (SCSEP) for Fiscal Year (FY) 2004-05	DATE ISSUED: July 19, 2004
REVISED:	EXPIRES: UNTIL SUPERSEDED
REFERENCES: Older Worker Bulletin (OWB) 04-03; OWB 04-04; Older Americans Act Amendments, Public Law 106-501.	SUPERSEDES: PM 03-15(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"/> ADHC <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 Specify: <u>See subject line.</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your Assigned Title V/SCSEP Specialist	

The purpose of this Program Memo (PM) is to provide the California Department of Aging (CDA) Title V/SCSEP projects with instructions and procedures for developing the annual Project Narrative for FY 2004-05. The Project Narrative should describe the project's objectives that will be met, the results to be achieved, and benefits expected. It should also describe the program approach and the administrative mechanisms that will be applied.

The Project Narrative format is the same as last year [see PM 03-15 (P)] and must be prepared in accordance with Federal Department of Labor (DoL) Administrative Guidance provided in OWB 04-03 and final SCSEP Regulations issued on April 9, 2004.

An outline of the required sections, which includes new content requirements, is attached to assist in completing the Project Narrative. A copy of OWB 04-03 can be located at www.doleta.gov/seniors/html_docs/library.cfm and PM 03-15(P) at www.aging.ca.gov/PM/pm03-15/PM03-15.pdf.

Performance Measures: The Older Americans Act and the new regulations require applicants to meet the following specific measures:

Unsubsidized Placements: CDA SCSEP projects are expected to place at least 25 percent of their annual authorized positions into unsubsidized employment. SCSEP projects that **do not** achieve at least a 20 percent unsubsidized placement goal are required to submit a plan of action addressing how the goal will be achieved during the next fiscal year.

Participants Served: CDA SCSEP projects are expected to serve at least 140 percent of their annual authorized positions. SCSEP projects that **do not** serve at least 140 percent of their annual authorized positions must develop and submit a plan of action addressing how the goal will be achieved during the next fiscal year.

Other Specific Measures: New regulations require SCSEP projects to meet additional performance measures as set forth and mandated by DoL based on newly promulgated regulations. Projects should review these new measures as outlined in OWB 04-03. Projects, through the new data collection system, will be monitored on these measures to ensure compliance.

Please ensure all items required in the project narrative instructions are included. Submit a cover letter to transmit the package to CDA and one copy of your FY 2004-05 SCSEP Project Narrative **no later than 30 days from the date of this PM** to:

Senior Community Service Employment Program
(Your Assigned Title V/SCSEP Specialist)
California Department of Aging
1600 K Street
Sacramento, California 95814

If you have any questions or need assistance in completing your Project Narrative, please contact your assigned Title V/SCSEP Specialist.

Original Signed By Lynda Terry

Lynda Terry
Director

Attachment