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**PROGRAM MEMO**

TO: <b>Area Agency on Aging Directors</b>	NO.: <b>PM 10-23(P)</b>
SUBJECT: <b>Revised 2010/11 Senior Community Employment Program Department of Labor Appropriations Act Contract Amendment 1</b>	DATE ISSUED: <b>October 27, 2010</b>
REVISED	EXPIRES: <b>June, 30 2011</b>
REFERENCES: <b>Older Americans Act Amendments of 2006</b>	SUPERSEDES: <b>PM 10-05(P)</b>
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: Appropriations Act FY 2010-11 allocation revision includes Carryover funds from FY 2009-10.	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your AAA-Based Team Fiscal Specialist</b>	

This Program Memo (PM) transmits your Fiscal Year (FY) 2009-2010 and 2010-11 Title V Senior Community Service Employment Program (SCSEP) Department of Labor Appropriations Act (AA) Revised Allocations and Contract Amendment #1.

This Amendment reallocates each Area Agency on Aging's (AAA) unspent FY 2009-10 funds to FY 2010-11. The slots used in FY 2009-10 were rounded to the nearest slot before reallocation.

Requirements

There are several items to take into consideration when completing your revised AA Budget:

- AA funding for the SCSEP must continue to be tracked separately from the federal funds allocated to AAAs for the regular SCSEP.
- Statewide AAAs will be required to meet the contract match requirement based on the total grant award of \$4,239,993 by the end of the contract period. You may visit the CDA website at <http://www.aging.ca.gov/aaa/default.asp> to see your AAA's portion of the match under the Fiscal Forms and Documents link.
- Statewide, a minimum of 79 percent of the federal contract must be spent on participant wages and fringe benefits.
- AAAs may use no more than eight percent of their allocation for administration.

Appropriations Act Budget Due Date

An electronic copy of the revised AA Budget (CDA 35AA) incorporating the amounts shown in your Contract Amendment #1 Budget Display is due to your assigned AAA-Based Team Fiscal Specialist **no later than 30 days from the release of this PM.**

Appropriations Act Expenditures and Request for Funds

As a reminder, carryover funds may not be expended until the contract amendment is returned to and fully executed by the Department and the revised AA Budget is approved. AAAs will continue to use the Appropriations Act Monthly Expenditure Report/Request for Funds (CDA 29AA) to report expenditures and request funds monthly.

Both the CDA 35AA and the CDA 29AA are also available for downloading from the CDA website at <http://www.aging.ca.gov/aaa/default.asp> under the Fiscal Forms and Documents link.

A handwritten signature in blue ink that reads "Lynn Daucher". The signature is written in a cursive style and is centered within a light gray rectangular box.

Lynn Daucher  
Director

Attachments (Contract package has been mailed to the Agency Contract Representative.)