

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 12-06(P)
SUBJECT: SCSEP Fiscal Year 2012-13 Title V, Senior Community Service Employment Program Budget Display and Contract	DATE ISSUED: April 18, 2012
REVISED:	EXPIRES: June 30, 2013
REFERENCES: Older Americans Act Amendments of 2006	SUPERSEDES: PM 11-10(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 Transmit FY 2012-13 Title V SCSEP Contract	

Purpose

This Program Memo (PM) transmits your Fiscal Year (FY) 2012-13 Title V Senior Community Service Employment Program (SCSEP) Budget Display and contract. No Planning Estimates were issued in advance of this PM.

Grant Information

The U.S. Department of Labor SCSEP FY 2012-13 allocation will be set as follows:

- The total estimated \$7,506,066 assumes two percent reduction in federal SCSEP funding from the FY 2011-12 level.
- Upon receipt of the actual FY 2012-13 grant award, the California Department of Aging (CDA) will reconcile actual available funds to this estimate and allocate the difference in Amendment #1.

Allocation Methodology

CDA used these methodologies to determine participant slot and funding allocations:

- The U.S. Department of Labor allocated slots to meet equitable distribution standards based on population data of individuals aged 55 years and older who fall below the federal poverty level.
- There will be a net reduction statewide of five participant slots effective July 1, 2012.
- Funding was allocated to each Area Agency on Aging (AAA) based on their number of slots.

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**Administration
Funding
Guideline**

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

**Match
Requirements**

The AAAs must provide the match to the federal funding based on the following:

- Since the elimination of State General Funds for this program, AAAs are required to meet federal matching requirements. The match calculation is based on the total estimated grant amount of \$7,506,066 and is spread proportionally across all AAAs.
 - The Fiscal Forms and Documents link under Title V Documents on the CDA website at http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/ displays each AAA's required match.
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**Expenditure
Deadline**

June 30, 2013

**Budget
Submission
Instructions**

AAAs are required to submit their Original Budget form (CDA 35) for FY 2012-13 Title V SCSEP Budget in the following manner:

- Incorporate the amounts shown in your Budget Display (attached to this PM).
 - Submit, electronically, to your assigned Fiscal Team Specialist's Title V fiscal e-mail box.
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**Budget
Submission
Due Date**

Original Budget forms must be submitted as soon as possible, but no later than 30 days from the date of this PM.

**Expenditure
Reports and
Requests for
Funds**

AAAs must use the following forms 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 Requests for Funds form (CDA 29).
 - CDA will not process payments for FY 2012-13 until your Original FY 2012-13 Budget is approved and the contract is fully executed.
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**Fiscal
Inquiries**

Contact your assigned AAA Fiscal Team Specialist.

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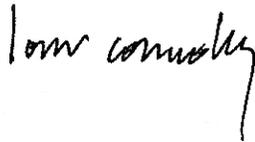
Attachments

- FY 2012/13 SCSEP Budget Display - Statewide Budget Summary
 - FY 2012/13 SCSEP Budget Displays - Individual AAA Budgets

 - The CDA 35 and CDA 29 forms are also available for downloading from the CDA website at http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/ using the Fiscal Forms and Documents link under Title V Documents. There have been no new revisions to these forms.
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Contract Packages

Contract packages will be mailed (separately from this PM) to each AAA's Contract Representative.



Lora Connolly
Director