

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

<b>TO: Area Agencies on Aging Directors</b>		<b>NO.: PM 16-02 (P)</b>	
<b>SUBJECT: Area Plan Guidance for State Fiscal Year (SFY) 2016 through SFY 2020</b>		<b>DATE ISSUED: January 27, 2016</b>	
		<b>EXPIRES: May 1, 2020</b>	
<b>REFERENCES: Older Americans Act, California Welfare and Institutions Code, and California Code of Regulations</b>		<b>SUPERSEDES: PM 11-18 (P)</b>	
<b>PROGRAMS AFFECTED:</b>	<input checked="" 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 type="checkbox"/> Title VIIA <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input type="checkbox"/> Other:		

**Purpose**

To provide guidance to the Area Agencies on Aging (AAA) for use in developing the 2016-2020 Area Plan (AP) and AP Updates (APU)

**Due Dates**

<b>Period Covered</b>	<b>Date Due to CDA</b>
2016-2020 Four-Year Area Plan	May 1, 2016
2017-2018 Area Plan Update	May 1, 2017
2018-2019 Area Plan Update	May 1, 2018
2019-2020 Area Plan Update	May 1, 2019

**Guidance  
Format**

The AP Guidance consists of two parts:

**Part I: Instructions and References**

Part I provides instructions and references for developing the AP and APU. The AAA Planner will need to refer to relevant federal and State statues, regulations, and policies when developing the AP or APU.

**Part II: Format and Templates**

Part II corresponds to Part I and contains the required AP/APU format and templates.

*Continued on the next page*

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**AP Format**

AAAs must submit the AP in the format specified by the California Department of Aging (CDA).

- AAAs must use the forms and templates in Part II to complete the AP.
  - AAAs must submit an AP Checklist for the first year and an APU Checklist for years two through four.
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**Web Locations**

AAAs may access the AP Guidance and Requirements Link at:

<http://www.aging.ca.gov/ProgramsProviders/AAA/Planning/>

AAAs may access the Program Memorandums (PM) 00-12, 08-07, and 12-04 at:

<http://www.aging.ca.gov/PM/>

- PM 00-12: Needs Assessment Guidelines and Core Questions
  - PM 08-07 (P): Lesbian, Gay, Bisexual, and Transgender Older Adults Needs Assessment Guidance
  - PM 12-04 (P): 2012 - 2016 Area Plan Needs Assessment Guidelines and Sample Questionnaires
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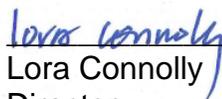
**Attachments**

- Area Plan Guidance Part I: Instructions & References
  - Area Plan Guidance Part II: Format & Templates
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**Inquiries**

Please contact Scott Crackel at (916) 928-2293 or [scott.crackel@aging.ca.gov](mailto:scott.crackel@aging.ca.gov)

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Lora Connolly  
Director