

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: <b>Area Agencies on Aging</b>		NO.: <b>PM 17-08</b>
SUBJECT: <b>Title V/Senior Community Service Employment Program Contract TV-1718, Amendment #1 Budget and Reporting Information</b>		DATE ISSUED: <b>September 12, 2017</b>
		EXPIRES: <b>June 30, 2018</b>
REFERENCES:		SUPERSEDES: <b>PM 17-03</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 type="checkbox"/> Title VII <input checked="" type="checkbox"/> <b>Title V</b> <input type="checkbox"/> HICAP <input type="checkbox"/> Other: NSIP	

## Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2017 - June 30, 2018 State Fiscal Year (SFY) 2017-18 Title V/Senior Community Service Employment Program (Title V/SCSEP) contract TV-1718, Amendment #1.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

## Funding

CDA was recently informed that the Title V/SCSEP grant amount was reduced by 8.52%, which equates to \$585,904. CDA was able to absorb a portion of this reduction, so this contract amendment reflects an 8.4% reduction.

U. S. Department of Labor (DOL) reduced the total number of participant slots in California by 8.52%, from 764 to 699. Consequently, each AAA's allocated slots have been reduced by the 8.52%; however, the actual percentage reduction to each AAA may vary slightly due to rounding.

## Allocation Methodology

To determine each AAA's Title V/SCSEP allocation, CDA used the methodology described in the TV-1718 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays](#) page of CDA's website. This document provides a description of the allocation methodology for federal Title V/SCSEP funding and the State's match requirement and how it is met.

Continued on next page

**Request for Funds and Expenditure Reports**

To request funds, AAAs must use the [Title V \(SCSEP\) Monthly Expenditure Report and Request for Funds or Reimbursement \(CDA 29\)](#) found under the Title V Documents section on the Fiscal Forms and Documents page of CDA's website.

For guidance on reporting expenditures and accruals, refer to the [Title V \(SCSEP\) Monthly Expenditure Report and Request for Funds or Reimbursement Instructions \(CDA 29i\)](#) found under the Title V Documents section on the Fiscal Forms and Documents page of CDA's website.

CDA will process payments based on the amended contract amount, budget displays, and revised and approved [Title V/SCSEP Budget \(CDA 35\)](#). The Title V/SCSEP Budget (CDA 35) can be found under the Title V Documents section on the Fiscal Forms and Documents page of CDA's website.

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**Deadlines**

AAAs must submit [Title V/SCSEP Budget \(CDA 35\)](#) as soon as possible, but no later than 30 days from the date of this PM.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
  - Closeout Reports
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**Contract Language Updates**

All contract language updates are identified on the Contract Summary of Changes for Title V/SCSEP Amendment 1 TV-1718-A1 found on the [Area Agencies on Aging – Contract Summaries of Changes page](#) on CDA's website.

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**Inquiries**

For programmatic inquiries, contact your assigned CDA Title V/SCSEP Specialist.

For fiscal and data inquiries, contact your assigned CDA Fiscal Program Team Specialist.

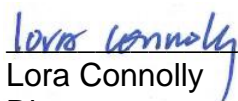
For payment inquiries, contact CDA Accounting Team at [cda.accounting@aging.ca.gov](mailto:cda.accounting@aging.ca.gov).

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**Director's Message**

Unfortunately, this contract amendment reflects the recent reduction in federal funding for Title V. The Department continues its advocacy to support the full funding of this important Older Americans Act program and appreciates your on-going support for SCSEP and the opportunities it provides older Californians in updating their skills and work experience and in enhancing their future work prospects. We look forward to our continued collaboration with you in supporting this valuable program.

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Lora Connolly  
Director