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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: June 30, 2020

NO: PM 19-03

PROGRAMS AFFECTED: Title V/SCSEP

DATE ISSUED: March 29, 2019

SUPERSEDES: PM 18-09

SUBJECT: Title V/Senior Community Service Employment Program Contract (TV-1920) Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Title V/Senior Community Service Employment Program (Title V/SCSEP) Contract TV-1920.

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

The total Title V/SCSEP contract funding amount is \$6,422,917. Title V/SCSEP funding is based on Program Year (PY) 2018 Authorized Positions and Funding because updated grant and slot information is not yet available. Any changes in funding amounts will be adjusted through a contract amendment if the federal grant award or the Enacted State Budget varies from these proposed amounts.

After completing the TV-1819 contract closeout process, CDA may issue a contract amendment to adjust funding allocated through this contract.

Allocation Methodology

To determine each AAA's contract allocation, CDA used the methodology described in the TV-1920 Contract Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website.

Request for Funds and Expenditure Reports

To request funds, AAAs must use the [Title V/SCSEP Request for Funds \(CDA 30\)](#) form. To report expenditures, AAAs must use the [Title V/SCSEP Monthly Expenditures Report \(CDA 29\)](#) form. Both documents are found under the TV Documents section of the Fiscal Forms and Documents page on CDA's website.

For guidance on requesting funds or reporting expenditures, refer to the [Title V/SCSEP Monthly Request for Funds Instructions \(CDA 30i\)](#) and the [Title V/SCSEP Monthly Expenditure](#)

[Report Instructions \(CDA 29i\).](#)

CDA will not process payments for TV-1920 until the AAA's program budget is approved and the contract is fully executed. Title V/SCSEP Budget (CDA 25) can be found under the Title V Documents section on the [Fiscal Forms and Documents page](#) of CDA's website.

Deadlines

To execute this contract, AAAs must submit their Title V/SCSEP Budget (CDA 35) as soon as possible, but no later than 30 days from the date of this Program Memo.

Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned as soon as possible, but no later than the contract start date.

Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

Contract Language Updates

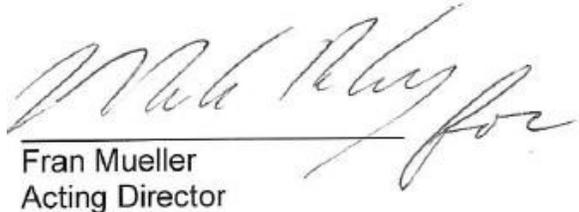
All contract language updates are identified in the Contract Summary of Changes for Title V/SCSEP Contract TV-1920 document found on the [Area Agencies on Aging – Contract Summaries of Changes page](#) on CDA's website.

Inquiries

For program inquiries, email: TitleV.SCSEPUnit@aging.ca.gov.

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.



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