

Area Plan Guidance

Part I: Instructions and References

Area Plan Update

July 1, 2023 to June 30, 2024

California Department of Aging

Due May 1, 2023

Revised January 2023

Table of Contents

Area Plan Overview.....3

Area Plan Guidance4

Section 1 Instructions: Mission Statement6

Section 2 Instructions: Description of the Planning and Service Area (PSA)7

Section 3 Instructions: Description of the Area Agency on Aging (AAA)8

Section 4 Instructions: Planning Process/Establishing Priorities9

Section 5 Instructions: Needs Assessment 10

Section 6 Instructions: Targeting12

Section 7 Instructions: Public Hearings.....13

Section 8 Instructions: Identification of Priorities 14

Section 9 Instructions: Area Plan Narrative Goals and Objectives.....15

Section 10 Instructions: Service Unit Plan (SUP) Objectives17

Section 11 Instructions: Focal Points18

Section 12 Instructions: Disaster Preparedness 19

Section 13 Instructions: Priority Services20

Section 14 Instructions: Notice of Intent to Provide Direct Services21

Section 15 Instructions: Request for Approval to Provide Direct Services.....22

Section 16 Instructions: Governing Board23

Section 17 Instructions: Advisory Council24

Section 18 Instructions: Legal Assistance25

Section 19 Instructions: Multipurpose Senior Center Acquisition or
Construction Compliance Review26

Section 20 Instructions: Family Caregiver Support Program27

Section 21 Instructions: Organization Chart28

Section 22 Instructions: Assurances29

Additional Instructions: Due Dates, Submission, Updates, and Amendments 30

Area Plan Overview

Introduction	<p>The California Department of Aging (CDA) and the statewide network of 33 Area Agencies on Aging (AAA) share responsibility for planning California’s present and future aging and long-term care needs. The AAAs’ Area Plans (AP) and the California State Plan on Aging together establish the framework for how the AAAs and CDA will deliver services to California’s diverse population.</p>
Purpose	<p>The Four-Year AP describes the AAA’s future activities over the coming four years. In it, the AAA describes its efforts to identify the needs of older adults, adults with disabilities, and their caregivers. The AAA then describes its plan for developing coordinated and accessible home and community-based systems of care to address community needs and develop services for older adults, adults with disabilities, and their caregivers.</p>
Regulation	<p>In accordance with the Older Americans Act (OAA) Reauthorization Act of 2020 sections 306(a) and 307(a)(1)(A), “Area Plans shall be submitted in a uniform format specified by the State Agency.” The forms and templates contained in this guidance constitute the required Area Plan format.</p> <p>In the event of an amendment to the OAA during the FY 2020-2024 Area Plan cycle, CDA will issue a Program Memo (PM) describing the amendments and provide relevant guidance and necessary form and template changes pertaining to the Area Plan.</p>
Area Plan Content	<p>The AP comprises the following components:</p> <ul style="list-style-type: none">• Area Plan Required Components Checklist• Transmittal Letter• Area Plan Sections 1–22 as outlined in Part II

Area Plan Guidance

Area Plan Guidance	<p>This Area Plan Guidance 2023-2024 Update has two major parts.</p>
Part I: Instructions and References	<p>Part I contains instructions and references for the required content (AP Sections 1-22). In addition, AAAs must refer to federal and State statutes, regulations, and policies, which can be accessed as follows:</p> <p>State and federal regulations, statutes, and policies: https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Law_and_Regulations/</p> <ul style="list-style-type: none">• California Welfare and Institutions (W&I) Code, Division 8.5, Chapters 1-12, Sections 9000-9750• California Code of Regulations (CCR) Title 22, Division 1.8• United States Code (USC), Title 42, Chapter 35—Programs for Older Americans• Older Americans Act of 1965, as amended• CDA Standard Agreement, Exhibits A-E <p>Code of Federal Regulation citations:</p> <ul style="list-style-type: none">• 2 CFR Part 200 (formerly OMB Circular A-110) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards• 45 CFR Part 75 Uniform Administrative Requirements Definitions, service categories, and specifications <p>Additional resource:</p> <ul style="list-style-type: none">• CDA Service Categories and Data Dictionary

Area Plan Guidance

**Part II:
Format
and
Templates**

Part II contains the required forms and templates.

Section 1 Instructions: Mission Statement

Purpose	<p>The mission statement describes the purpose of the AAA. It guides the actions of the organization, specifies overall goals, provides a sense of direction, and guides decision-making. It also provides the framework or context within which the AAA formulates its strategies.</p>
Instructions	<p>The mission statement, at a minimum, shall include the following statement:</p> <p>“To provide leadership in addressing issues that relate to older Californians; to develop community-based systems of care that provide services which support independence within California’s interdependent society, and which protect the quality of life of older persons and persons with functional impairments; and to promote citizen involvement in the planning and delivery of services.”</p> <p>In addition to the above statement, the AAA is encouraged to include its own mission statement.</p>
Required Format	<p>The title of this section must be Section 1. Mission Statement.</p> <p>This section of the Area Plan does not require a specific format. If there have been no changes to the mission statement from the previous year, it is a recommended option to carry it over from the old plan to the new plan.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7302(a)(3)• 45 CFR Section 1321.53

Section 2 Instructions: Description of the Planning and Service Area (PSA)

Purpose	<p>This section provides a description of the physical and demographic characteristics and unique resources and constraints of the PSA.</p>
Instructions	<p>This section includes, but is not limited to, a description of the PSA's:</p> <ul style="list-style-type: none">• Physical and demographic characteristics.• Unique resources and constraints.• Service system, including:<ul style="list-style-type: none">○ The AAA's service delivery for programs (e.g., Title III C Nutrition Services).○ Other service delivery systems, specifically those the AAA interacts with or that provide services to older individuals.○ Challenges and successes in local system development.
Required Format	<p>The title of this section must be Section 2. Description of the Planning and Service Area (PSA).</p> <p>This section of the Area Plan does not require a specific format. An executive summary and bullet points are recommended.</p>

Section 3 Instructions: Description of the Area Agency on Aging

Purpose This section describes how the AAA, on behalf of all older individuals, adults with disabilities, and their caregivers in the PSA, carries out its role as leader on aging issues.

Instructions This section must describe how the AAA plans to:

- Provide leadership.
- Promote the involvement of older individuals, adults with disabilities, and their caregivers in developing community-based systems of care.
- Develop community-based systems of services to support the independence and protect the quality of life of older individuals, adults with disabilities, and their caregivers.
- Develop the service delivery system goals for:
 - The AAA service delivery system,
 - Other service delivery systems that the AAA interacts with, and
 - Any other service delivery systems providing services to older individuals, adults with disabilities, and their caregivers within the PSA.

Required Format The title of this section must be **Section 3. Description of the Area Agency on Aging (AAA)**.

This section of the Area Plan does not require a specific format. Update this section from previous years as needed and carry over from the old plan to the new plan. An executive summary and bullet points are recommended.

References

- CCR Title 22, Article 3, Sections 7302(a)(1)(D) and 7302(a)(2)(A-D)
- 45 CFR 1321.53(b)

Section 4 Instructions: Planning Process/Establishing Priorities

Purpose	<p>This section provides an overview of how the AAA conducts the planning process, establishes priorities, and provides opportunities for public involvement in the planning process.</p>
Instructions	<p>At a minimum, this section must include:</p> <ul style="list-style-type: none">• A discussion of the steps involved in the planning process.• A description of how the AAA included the following in the planning process:<ul style="list-style-type: none">○ The public○ Public agencies○ Government entities○ Other organizations that serve targeted populations
Required Format	<p>The title of this section must be Section 4. Planning Process/Establishing Priorities.</p> <p>This section of the Area Plan does not require a specific format. It is a recommended option to use an executive summary and bullet points.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7300(c)• Older Americans Act of 1965, as amended, Section 306(a)

Section 5 Instructions: Needs Assessment

Purpose

This section describes:

- The processes and methods the AAA used to conduct the needs assessment of older adults, adults with disabilities, and their caregivers.
 - The assessment of needs of Lesbian, Gay, Bisexual, and Transgender (LGBT) elders as a vulnerable population.
 - The needs assessment results, including how this information affects the AAA's priorities, goals, and objectives.
-

Instructions

AAAs are required to target older adults who face the greatest economic and social need. In 2021, HIV status was added to the factors that constitute "greatest social need" as defined in Welfare and Institutions Code section 9015. The other factors that constitute greatest social need are physical or mental disability, language barriers, cultural or social isolation caused by, among other things, racial and ethnic status, sexual orientation, gender identity, or gender expression.

Before developing the Area Plan, each AAA shall conduct a needs assessment to:

- Identify target populations.
 - Identify the types and extent of existing and potential needs of older adults, adults with disabilities, and their caregivers in the PSA.
 - Identify the services or resources existing within the PSA that are available for addressing the identified needs.
 - Identify the existing constraints on addressing needs.
 - Estimate unmet needs, under-utilized services, and barriers preventing access to available services.
 - Determine the adequate proportion or minimum percentage of Title IIIB funds to be expended for Access, In-Home, and Legal services.
-

Required Format

The title of this section must be **Section 5. Needs Assessment**.

This section of the Area Plan does not require a specific format. It is a recommended option to use an executive summary and bullet points.

Section 5 Instructions: Needs Assessment

References

- CCR Title 22, Article 2, Section 7300(a) and (b)
 - CCR Title 22, Article 2, Section 7302(a)(4)
 - Older Americans Act of 1965, as amended, Section 306(a)(1)
 - W&I Code Division 8.5, Sections 9103.1(c), and 9400(d)(1)
 - LGBT Disparities Reduction Act of 2016
-

Section 6 Instructions: Targeting

Purpose	<p>This section describes how the AAA’s policies meet the needs of targeted populations as established in the OAA and the Older Californians Act (OCA).</p>
Instructions	<p>This section shall include the following:</p> <ul style="list-style-type: none">• A review of the targeting priorities established in the OAA.• A brief description of target populations within the PSA, their characteristics, locations, needs, and the methods used to identify them.• A list of the AAA’s targeted priorities as outlined in the CCR.• A description of how the needs of targeted populations will be addressed.• A description of the barriers to accessing existing services targeted groups encounter. <p>Local needs assessments or surveys conducted by outside organizations may help AAAs reach targeted populations.</p> <p>For the purposes of defining urban and rural areas in the Area Plan, the AAA should use the Rural-Urban Community Area (RUCA) codes as required by the Administration of Community Living. More information can be found in CDA’s Title III Intake and Assessment Guide:</p> <ul style="list-style-type: none">• Rural RUCA codes: 4.0, 4.2, 5.0, 5.2, 6.0, 6.1, 7.0, 7.2, 7.3, 7.4, 8.0, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 10.0, 10.2, 10.3, 10.4, 10.5, and 10.6.• Non-Rural RUCA codes: 1.0, 1.1, 2.0, 2.1, 3.0, 4.1, 5.1, 7.1, 8.1, and 10.1.
Required Format	<p>The title of this section must be Section 6. Targeting.</p> <p>This section of the Area Plan does not require a specific format. If there have been no changes to the targeting priorities from the previous year, it is a recommended option to carry it over from the old plan to the new plan. Another recommended option is to use an executive summary and bullet points.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7310• Older Americans Act of 1965, as amended, Sections 102 and 306(a)• U.S. Census 2020• LGBT Disparities Reduction Act of 2016

Section 7 Instructions: Public Hearings

Purpose	<p>This section documents the AAA’s public hearings, which provide older adults, adults with disabilities, and their caregivers the opportunity to comment on the development and content of the Area Plan.</p>
Instructions	<p>The purpose of the public hearing is to solicit comments from the community on the Area Plan and present the AAA’s methods for developing the Area Plan. The AAA must conduct at least one public hearing during each year of the four-year planning cycle.</p> <p>For the Area Plan, the public hearing section must describe:</p> <ul style="list-style-type: none">• Outreach efforts used to seek input from institutionalized adults, homebound adults, and adults with disabilities.• Comments received at the public hearings.• Proposed Program Development and/or Coordination expenditures.• Area Plan Amendment items that address Section 7306: Major changes that affect goals and objectives, such as changes in the spectrum of local available resources, along with any changes to the service unit plan and budget.
Required Format	<p>Complete the form in Part II: Format & Templates, Section 7. Public Hearings.</p> <p>It is a recommended option to answer the questions using an executive summary and bullet points.</p>
References	<ul style="list-style-type: none">• CCR Title 22 Article 3, Section 7302(a)(10)• CCR Title 22, Article 3, Section 7308• Older Americans Act of 1965, as amended, section 306(a)

Section 8 Instructions: Identification of Priorities

Purpose	<p>This section describes how the AAA establishes priorities for the planning cycle, the factors influencing the AAA’s priorities, and the AAA’s plans for managing increased or decreased resources.</p>
Instructions	<p>This section must include, but is not limited to, a discussion of:</p> <ul style="list-style-type: none">• The planning cycle priorities derived from the needs assessment.• How the AAA will meet targeting mandates.• The factors influencing prioritization.• The AAA’s process to determine Title III B funds “adequate proportion.” <p>Area Plan goals and objectives must relate to the priorities established in this section. Other factors influencing priorities may include:</p> <ul style="list-style-type: none">• Available resources.• Administrative changes.• Anticipated changes in services.• Changes in the number of persons aged sixty and older.
Required Format	<p>The title of this section must be Section 8. Identification of Priorities.</p> <p>This section of the Area Plan does not require a specific format. It is a recommended option to use an executive summary and bullet points. Add content as deemed appropriate.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7310(a) and (b) and 7312(a)(1-3)• Older Americans Act of 1965, as amended, Section 306(a)(2)

Section 9 Instructions: Area Plan Narrative Goals and Objectives

Purpose	This section provides information about AAA services and activities developed from the needs assessment findings and identification of priorities.
----------------	--

Program Instructions	The AAA shall develop goals and objectives from the needs assessment and identification of priorities. Goals are broad concepts that reflect the AAA's mission. Objectives are specific, measurable statements of action intended to meet the AAA's goals. List goals and objectives in the format provided in Part II: Format & Templates, Section 9 .
-----------------------------	--

Required Format	Complete the form in Part II: Format & Templates, Section 9. Area Plan Narrative Goals and Objectives .
------------------------	--

- | | |
|-------------------|---|
| References | <ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7300 (c)(1-7)• W&I Code Division 8.5, Section 9400-9403• 45 CFR Part 1321.17(f)(14)(i-iii)• CDA Standard Agreement, Exhibit A, Article I, Definitions |
|-------------------|---|

Using Title III B Program Funds for Administrative, Program Development and Coordination Objectives

Administrative objectives are not required unless the AAA plans to use Title III B program funds for Program Development (PD) or Coordination (C) activities.

Please note: PD and C activities are optional, and when used, they redirect program funding from already identified Title III B services. The AAA should not budget or fund PD or C activities as a cost of Title III B until it has first budgeted and spent the total of its Title III B, C, & E funds allocated for Area Plan administration costs. (CCR 7314 (c) and CDA Standard Agreement, Exhibit B, Article IV(G))

Administrative Objectives

- Administrative objectives ensure ongoing planning and management service delivery to carry out the regular business functions of the AAA.
- Administrative objectives are not required unless the AAA plans to use Title III B program funds for Program Development (PD) or Coordination (C) activities. AAAs may use Title III B PD & C funds to develop or expand a program. Please see below for guidance when using III B funding for Area Plan Program Development and Coordination (PD and C) activities.

Section 9 Instructions: Area Plan Narrative Goals and Objectives

Program Development Objectives

- PD objectives describe a new service, expand existing services, or integrate an existing service. AAAs may use Title III B Program Development funds if the AAA does not have enough administrative funds to meet all PD needs.
- There are additional requirements for using PD funding, including but not limited to: public hearings for community feedback, tracking of employee hours, and documentation and annual updates to the Area Plan.

Coordination Objectives

- AAAs may use C objectives for activities involving the active participation of AAA staff. Such activities must include collaboration with non-OAA funded agencies and organizations to avoid duplication, improve services, resolve service delivery problems, and address the service needs of the eligible service population. AAAs may use Title III B Coordination funds if the AAA does not have enough administrative funds to meet all C needs.
- The act of convening or attending a meeting DOES NOT meet C objective criteria. An objective MUST include information about the intended results or accomplishments of a meeting or series of meetings.

Requirements for Program Development and Coordination Objectives

- PD and/or C objectives should be specific measurable statements of action intended to meet the AAA's goals. PD & C objectives need to be S.M.A.R.T.
Specific – Clearly defined
Measurable – They must identify the intended outcome
Attainable – They must be realistic
Relevant – Must benefit the target population
Timely – They must be completed within a reasonable time period, and they must show progress.
- Every PD and/or C objective must have a measurable outcome, which sometimes may include an output. Please see below for definition of Outcome vs. Output.

Output—What is being measured? An output is usually a quantity or a number of something.

- Example: 10 participants attended 5 training classes.
- Output: The number of people and the number of trainings are considered outputs, not outcomes.

Outcome—An outcome is the effect or result of something.

- Example: Participants learned how to read Nutrition Facts labels and better health was gained.
- Outcome: What was learned and how their lives changed is an outcome, not an output.

Section 9 Instructions: Area Plan Narrative Goals and Objectives

Requirements for Multi-year Projects

- Multi-year projects are allowable and must be completed within a reasonable time; therefore, objectives should not exceed four years. Additionally, multi-year objectives must identify specific yearly goals and must include a variety of action steps to accomplish the activity. Please see the example below:
- Example of multi-year objective:
 - “Develop a door-to-door transportation program to serve the isolated older adult community of Ivy County, to be completed by June 30, 2023.”
 - Year One: Conduct surveys of older residents and local service providers to determine the types of existing transportation resources by June 1, 2021.
 - Year Two: Evaluate the results of the surveys to develop and issue a Request for Proposal (RFP) by June 30, 2022.
 - Year Three: Funding is moved in the Area Plan budget from the Program Development category to the III B Transportation category.
- Multi-year PD & C projects must include annual revisions of the objective in the yearly Area Plan Updates to reflect accomplishments and progress made from the previous year. Updates should include any measurable outcomes or outputs (if applicable) and must clearly identify any further action items that remain outstanding to complete the objective. Once the new program, service, or site is developed or enhanced, PD & C funding ceases and ongoing activities are funded in the appropriate program budget.

Section 10 Instructions: Service Unit Plan (SUP) Objectives

Purpose Use this section to identify the number of service units for each AAA-funded program.

Instructions This section must be completed by:

- Using the forms and individual program requirements provided in Part II: Format and Templates.
- Determining allocation of program units of service by the OAAPS categories.
- Using the CDA Service Categories and Data Dictionary and the NORS Instructions to define Title III and Title VII allowable service categories and unit measures not defined in OAAPS.
- Ensuring Program and Service Unit descriptions coincide with the CDA Service Category and Data Dictionary and the NORS Instructions.
- Checking the “not applicable” box for each category or service not funded by the AAA.
- Ensuring each SUP has funding in the budget that matches the program and service category.

Required Format Complete the forms in Part II: Format and Templates, **Section 10. Service Unit Plan (SUP) Objectives Guidelines** for each of the following programs:

- Title IIIB/VII SUP Objectives
- Title IIIB and Title VII: Long-Term Care (LTC) Ombudsman Program Outcomes
- Title VII Elder Abuse Prevention SUP Objectives
- Title IIIC SUP Objectives
- Title IIID SUP Objectives
 - Enter the specific name of each proposed evidence-based program.
 - For questions regarding evidence-based programs, contact CDA at CDANutritionandHealthPromotion@aging.ca.gov.
- Title IIIE SUP Objectives
- Health Insurance Counseling and Advocacy Program (HICAP) SUP

References

- CCR Title 22, 7302(a)(6)
- Older Americans Act of 1965, as amended, Section 306(a)

Section 11 Instructions: Focal Points

Purpose	Use this section to list the AAA’s designated community focal points and addresses.
Instructions	<p>The AAA must:</p> <ul style="list-style-type: none">• List current focal points and addresses on the form provided in Part II: Format and Templates.• Ensure the number of focal points listed in the Area Plan matches the total number of focal points reported in the OAAPS State Program Report (SPR).
Required Format	Complete the form in Part II: Format and Templates, Section 11. Focal Points .
References	<ul style="list-style-type: none">• CCR Title 22 Section 7302(a)(14)• 3026(a)(3)(A)• 45 CFR Section 1321.53(c)• Older Americans Act of 1965, as amended, section 306(a)

Section 12 Instructions: Disaster Preparedness

Purpose	<p>This section describes how the AAA coordinates its long-term disaster plans and activities with each local office of emergency services within the PSA.</p>
Instructions	<p>CDA encourages AAAs to use the Disaster Assistance Handbook for AAAs as a guide when developing a disaster preparedness plan. To obtain a copy of the handbook, email AreaPlan@aging.ca.gov.</p> <p>Submit the disaster preparedness coordination plan and contact information using the form provided in Part II: Format and Templates.</p>
Required Format	<p>Complete the form in Part II: Format and Templates, Section 12. Disaster Preparedness.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Sections 7529(a)(4) and 7547• W&I Code Division 8.5, Sections 9625• CDA Standard Agreement, Exhibit E, Article 1, 18-21• Older Americans Act of 1965, as amended, Section 306(a)(17)

Section 13 Instructions: Priority Services

Purpose	<p>This section provides information on how the AAA allocates federal funds in the PSA for Access, In-Home, and Legal Assistance services.</p>
Instructions	<p>The AAA determines the annual minimum allocation for priority services through its planning process.</p> <p>The AAA must report priority services to CDA on the required form in Part II: Format and Templates. The AAA must allocate an adequate proportion of federal funds to provide Access, In-Home, and Legal Assistance services as defined below:</p> <ul style="list-style-type: none">• <u>Access</u>: Transportation, Assisted Transportation, Case Management, Information and Assistance, Outreach, Comprehensive Assessment, Health, Mental Health, and Public Information.• <u>In-Home</u>: Personal Care, Homemaker, Chore, Adult Day Care / Adult Day Health, Alzheimer’s Day Care, Residential Repairs/Modifications, Respite Care, Telephone Reassurance, and Visiting.• <u>Legal Assistance</u>: Legal Advice, Representation, Assistance to the Ombudsman Program and Involvement in the Private Bar.
Required Format	<p>Complete the form in Part II: Format and Templates, Section 13. Priority Services.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7312• Older Americans Act of 1965, as amended, Section 306(a)(2)

Section 14 Instructions: Notice of Intent to Provide Direct Services

Purpose	<p>This section describes the AAA’s intent to provide direct services and the methods the AAA will use to reach target populations.</p>
Instructions	<p>This section must include:</p> <ul style="list-style-type: none">• A check in the box titled “Check if not providing any of the below listed direct services” if the AAA will not be providing any of the listed services as direct services.• A check in the box next to each program and service category the AAA plans to provide as a direct service.• A check in the applicable boxes under each FY for each program and service category the AAA will provide as a direct service.• A narrative description of the methods the AAA will use to serve target populations throughout the PSA.
Required Format	<p>Complete the form in Part II: Format and Templates, Section 14. Notice of Intent to Provide Direct Services.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3 Section 7320(a) and (b)• Older Americans Act of 1965, as amended, Section 307(a)(8(A))

Section 15 Instructions: Request for Approval to Provide Direct Services

Purpose	The AAA uses this section to request CDA’s authorization to provide direct services for any programs and services not already included in Section 14. Notice of Intent to Provide Direct Services.
Instructions	<p>This section must include:</p> <ul style="list-style-type: none">• The AAA’s request to provide direct services in the required form provided in Part II: Format and Templates. A separate form for each direct service must be submitted to CDA.• A description of the AAA’s plan to deliver services to target populations.• Documentation to substantiate the benefit of providing each direct service.• A check in the box titled “Check box if not requesting approval to provide any direct services” if the AAA is not requesting approval to provide direct services.
Required Format	Complete the form in Part II: Format and Templates, Section 15. Request for Approval to Provide Direct Services.
References	<ul style="list-style-type: none">• CCR Title 22, Article 3 Section 7320(c)• Older Americans Act of 1965, as amended, Section 307(a)(8)(A)

Section 16 Instructions: Governing Board

Purpose	This section identifies the AAA's Governing Board members
Instructions	Include the name, title, and term of office for each Governing Board member on the form provided in Part II: Format and Templates.
Required Format	Complete the form in Part II: Format and Templates, Section 16. Governing Board .
References	<ul style="list-style-type: none">CCR Title 22, Article 3 Section 7302(a)(11)

Section 17 Instructions: Advisory Council

Purpose	This section identifies the AAA’s Advisory Council members.
Instructions	Include the name, title, term of office, and demographic information for each Advisory Council member on the form provided in Part II: Format and Templates.
Required Format	Complete the form in Part II: Format and Templates, Section 17. Advisory Council.
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7302(a)(12)• 45 CFR Section 1321.57• Older Americans Act of 1965, as amended, Section 306(a)(6)(D)

Section 18 Instructions: Legal Assistance

Purpose This section provides information about legal services OAA designated as a priority service under Title III, and describes how the AAA provides legal services within the PSA.

Instructions Use the form provided in Part II: Format and Templates to:

- Describe the purpose of legal services.
- Identify Title IIIB funding allocated to legal services.
- Describe changes in legal services needs throughout the PSA.
- Describe the targeted population(s) for legal services and methods for reaching targeted population(s).
- Identify the number of legal services.
- Specify how the mandated, CDA-developed [California Statewide Guidelines for Legal Assistance](#), meant for use as best practices by CDA, AAAs and LSPs in the contracting and monitoring processes for legal, are implemented in your PSA.

Required Format Complete the form in Part II: Format and Templates, **Section 18. Legal Assistance**.

References

- CCR Title 22 Section 7575, 7577 and 7579
- 45 CFR Section 1321.71
- Older Americans Act of 1965, as amended, Section 306(a)(2)(C)

Section 19 Instructions: Multipurpose Senior Center Acquisition or Construction Compliance Review

Purpose	This section describes the AAA’s plans to acquire or construct a multipurpose senior center.
Instructions	The AAA must provide detailed information regarding the acquisition or construction of a multipurpose senior center on the form provided in Part II: Format and Templates.
Required Format	Complete the form in Part II: Format and Templates, Section 19. Multipurpose Senior Center Acquisition or Construction Compliance Review.
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7302(a)(15)• Older Americans Act of 1965, as amended, Section 306(a)(1)

Section 20 Instructions: Family Caregiver Support Program

Purpose	<p>This section describes the AAA’s intent to provide Title III E services in all five federally mandated service categories for family caregivers and older relative caregivers.</p>
Instructions	<p>Complete the Notice of Intent for Non-Provision of FCSP Multifaceted Systems of Support Services form by checking:</p> <ul style="list-style-type: none">• “Yes or No” for each service that will be provided for the upcoming years.• “Yes” to indicate how (direct/contract) the AAA intends to provide the service.• “No” if the AAA will not provide the service. The AAA must explain how these service needs will be met within the PSA in the “Justification” section.
Required Format	<p>Complete the form in Part II: Format and Templates, Section 20. Family Caregiver Support Program.</p>
References	<ul style="list-style-type: none">• Older Americans Act of 1965, as amended, Sections 373(a) and (b) and 374

Section 21 Instructions: Organization Chart

Purpose	<p>This section provides information on the AAA’s organizational and staff placement.</p>
Instructions	<p>The AAA must submit its most current organization chart, including names, job titles, and full-time equivalents (FTEs) for all positions, with a narrative description of job duties and any proposed changes to the structure.</p> <p>CDA provides two sample organization charts in Part II: Forms and Templates Section 21, as follows:</p> <ul style="list-style-type: none">• One sample organization chart for AAAs located within a county or other governmental structure.• One sample organization chart for private, nonprofit, and joint powers AAAs.
Required Format	<p>The title of this section must be Section 21. Organization Chart. This section of the Area Plan must follow the format provided in the sample county or AAA organization chart included in Part II: Forms and Templates of the Area Plan Guidance, including the names of individuals holding the positions.</p>
References	<ul style="list-style-type: none">• CCR Title 22, Article 3, Section 7302(a)(2)(A)

Section 22 Instructions: Assurances

Purpose	<p>This section documents the Older Americans Act of 1965, as amended, Assurances. By signing the Transmittal Letter, the AAA, Governing Board, and Advisory Council acknowledge their understanding of the OAA Assurances and agree to comply with these Assurances.</p>
Instructions	<p>Read, understand, and use the Assurances when developing the four-year Area Plan and include the OAA assurances in the Area Plan.</p>
Required Format	<p>The fully executed transmittal letter serves as an agreement with CDA by the AAA, Governing Board, and Advisory Council to comply with the Assurances set forth in the Area Plan.</p>
References	<ul style="list-style-type: none">• Older Americans Act of 1965, as amended, Sections 305, 306, and 307• 45 CFR Section 1321

Additional Instructions: Due Dates, Submission, Updates, and Amendments

Submitting Your Area Plan

Every Area Plan and Area Plan Update (**AP/APU**) requires a fully executed Transmittal Letter, located in **AP Guidance Part II: Format and Templates**.

Both electronic signatures and original ink signatures on documents that have been scanned are acceptable.

Submit the Transmittal Letter for:	<ul style="list-style-type: none">• The Four-Year AP (year 1)• Annual APUs (years 2, 3, 4)• AP Amendments
Submit the original Transmittal Letter via email:	areaplan@aging.ca.gov
Submit the complete AP or APU electronically to:	areaplan@aging.ca.gov

Area Plan Updates

Year 2, 3, and 4 APUs convey to CDA all changes and updates from the initial AP. Submit APUs to CDA in the same manner as the AP, but with the [APU Checklist](#), also found in **AP Guidance Part II: Formats and Templates**.

Due Dates

Period Covered	Date Due to CDA
2020-2024 Four-Year Area Plan	May 1, 2020
2021-2022 Area Plan Update	May 1, 2021
2022-2023 Area Plan Update	May 1, 2022
2023-2024 Area Plan Update	May 1, 2023

Area Plan Amendments

The AAA must submit an AP Amendment to CDA any time a major change occurs that affects the AAA's goals and/or objectives. Submit AP Amendments to CDA in the same manner as the AP.

References

- CCR Title 22, Article 3, Section 7304 for the original AP and AP Updates
- CCR Title 22, Article 3, Sections 7304 and 7306 for AP Amendments
- Older Americans Act of 1965, as amended, Section 306(a)
- 45 CFR 1321.11, 1321.57, and 1321.59