

3. The following documents must be submitted with an Area Plan Amendment:

- A signed Transmittal Letter
  - A Narrative Description of Significant Changes that includes an explanation of the change(s) being submitted and the reasons for each change.
  - A statement of the revised goals and objectives resulting from the change(s), along with the applicable revised goal and/or objective template(s).
  - Changes to the applicable Service Unit Plan Objectives.
  - Corresponding Budget(s) must be submitted with the next scheduled Budget Revision
  - Appendix II and all Appendices that reflect the applicable changes.
4. Amend any other section or Appendix in the Area Plan that is affected by the change(s).  
(See *Area Plan Timetables and Submittal Requirements in Part Three Section A*)

### **3. YEAR-END REPORTING**

**a. Purpose:**

The purpose of the Year-End Report is to provide a retrospective account of progress made toward specified goals during the preceding fiscal year, including the targeting objectives cited in Part Two. The Year-End Report provides a performance report for the community and CDA, which CDA uses when reporting to federal and State officials on AAA activities, achievements, and significant barriers to local goals. It reaffirms the important role of the AAA in the local PSA as the advocate, planner, and administrator of programs for seniors and their caregivers, and adults with disabilities.

A Year-End Report should be used to inform the public about: (1) the AAA's key activities during the preceding year; (2) significant achievements during the preceding year; and (3) the difficulties the AAA has encountered in executing its charge. It is similar, in this respect, to a

corporate annual report. Significant findings from Year-End Reports must be considered as the next Update is prepared.

**b. Required Content:** 

**AAAs are required to submit the Year-End Report in the form of Appendix XIII. Refer to the Appendices section for instructions.**

The Older Americans Act Section 306(a)(4)(A)(i) and (ii) establishes the requirement that the AAA will set specific objectives in the Area Plan for providing services to low income minority individuals and older individuals residing in rural areas and must specify how contractors will meet the service requirements as specified. Further, Section 306(a)(4)(A)(iii) requires that the AAA provide information for the fiscal year preceding the fiscal year for which the plan is prepared, to the extent of which the AAA met the objectives described in (i).

The Year-End Report, which provides a mechanism through which the AAAs can report the status of annual objective accomplishments, coincides with the Financial Closeout process for the preceding fiscal year. The accomplishments also must be included in the Area Plan Update for the following year.

For Title III D include a brief written statement describing the III D and Medication Management activities.

The Year-End Report will include, at a minimum:

1. A Transmittal Letter signed by the AAA Director, Chair of the Advisory Council, and Chair of the Governing Board. This Transmittal Letter must be downloaded from WORD form and completed in WORD and remitted with the Year-End Report.
2. An introduction explaining the purpose of the report, including a Narrative Description of Significant Accomplishments.
3. A summary of ideas generated as a result of discussion focused on service system changes based on the surge in the growth in the aging population in the PSA. (*Reference Part One Needs Assessment Preparing for the Increased Senior Population in 2006 and Beyond.*)
4. The status of goals and objectives
  - Include a discussion of the objectives set for the preceding year which were completed, remain incomplete, were deleted, and/or

where changes were necessary. This section would also address circumstances that affected progress toward achieving specific goals, resulting in revised objectives. The results of achieving the objectives must be clearly identified and discussed.

- Include a brief written statement summarizing the Title III D and Medication Management activities provided in your PSA. Address the status of the Title III D objectives in your Area Plan.
  - Status of objectives may be submitted in a narrative form or objective-by-objective.
  - AAAs that expended Title III B funds for Program Development (PD) or Coordination (C) activities during the period covered by the Year-End Report must include an explanation of the status of each of the PD or C objectives. The explanation must clearly indicate what objectives were achieved, and as appropriate, explain why any PD or C objectives were deleted or extended into the next fiscal year. (*See Part Two Section B for further reporting requirements related to PD or C objectives*)
  - The information regarding progress toward accomplishment of PD or C objectives will be used by CDA when reviewing and approving PD or C objectives in the forthcoming Area Plan.
5. A summary of activities, including how the AAA will use the prior year findings to improve the service system.
  6. The final year of the four-year planning cycle (2008-2009): The **final Year-End Report** for the four-year period must include a discussion of the impact of activities undertaken during the entire planning cycle and how the AAA will use any findings in the planning process to enhance or improve the local service system.

**For submittal information see Appendix XIII.**