

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: <b>Area Agency on Aging Directors</b>	NO.: <b>PM 11-16(P)</b>
SUBJECT: <b>Senior Community Service Employment Program FY 2010-11 Contract Amendment #3</b>	DATE ISSUED: <b>September 9, 2011</b>
REVISED:	EXPIRES: <b>December 31, 2011</b>
REFERENCES: <b>Older Americans Act of 2006</b>	SUPERSEDES: <b>PM 10-24(P)</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 checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other	

## Purpose

This Program Memo (PM) transmits Fiscal Year (FY) 2010-11 Title V Senior Community Service Employment Program (SCSEP) Contract Amendment #3. The contract is being amended pursuant to the Department of Labor's approval of a grant extension to carryover unspent funds from the regular FY 2010-11 contract to FY 2011-12.

This PM also transmits the final version of your budget display for the reallocation of each Area Agency on Aging's (AAA) unspent SCSEP FY 2010-11 funds and employment slots to FY 2011-12. The California Department of Aging (CDA) rounded unexpended position slots to the nearest number before reallocation.

**Please note:** This Budget Display replaces the preliminary version originally provided to AAAs in the contract packages mailed under separate cover from CDA on August 26, 2011.

## Expenditure Deadline

Funds allocated through this amendment must be expended by the end of the contract period, **December 31, 2011**.

## Expenditure Guidelines

The following requirements must be met in order to spend the reallocated funds:

- AAAs must meet the contract match requirement for the total grant award of \$10,242,758 by the end of the contract period. AAA match requirements are available by going to <http://www.aging.ca.gov/aaa/fiscalFormDocument.asp> and clicking on "Title V 2011-12 Match Requirements."

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**Expenditure Guidelines**  
(continued)

- AAAs must expend a minimum of 79 percent of the federal contract on participant wages and fringe benefits to meet the statewide requirement.
  - AAAs must not use more than eight percent of their allocation for administration.
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**Process and Instructions**

The following steps describe the process for requesting reallocated funds:

1. Use the attached Title V Budget Summary for Grant Extension [CDA 35 (Rev.10/2010)] to develop your revised budget reflecting the amounts shown in Amendment #3 of your SCSEP Budget Display [CDA 276 (Rev.01/06)].
  2. Submit an electronic copy of this form to your assigned AAA-Based Team Fiscal Specialist 30 days from release of this PM.
  3. Return the completed SCSEP Contract Amendments #2 and #3 to CDA. CDA must have an approved budget and a fully executed contract before the funds will be available.
  4. CDA will mail a copy of the contract package to the Agency Contract Representative.
  5. Use the attached Title V SCSEP Monthly Expenditure Report and Request for Funds for Grant Extension [CDA 29 (Rev.10/10)] to report expenditures and request funds.
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**Inquiries**

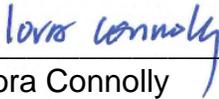
Please contact your assigned AAA-Based Fiscal Team Specialist if you have any questions.

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**Attachments**

- Amendment #3 of your Senior Community Service Employment Program Budget Display [CDA 276 (Rev. 01/06)]
- Title V SCSEP Monthly Expenditure Report and Request for Funds for Grant Extension [CDA 29 (Rev. 10/10)]
- Title V Budget Summary for Grant Extension [CDA 35 (Rev.10/2010)]

The CDA 35 and CDA 29 forms can also be downloaded by going to <http://www.aging.ca.gov/aaa/fiscalFormDocument.asp> and clicking on the form under "TITLE V AND TITLE V APPROPRIATIONS ACT EXTENDED GRANT DOCUMENTS."

  
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Lora Connolly  
Acting Director