

DEPARTMENT OF AGING

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PROGRAM MEMO (PM)

TO: AREA AGENCIES ON AGING	NO.: PM 05-16 (P)
SUBJECT: Annual Project Narrative Instructions for the Title V/Senior Community Service Employment Program for Fiscal Year 2005-06	DATE ISSUED: 10-21-2005
REVISED:	EXPIRES: UNTIL SUPERSEDED
REFERENCES: Training and Employment Guidance Letter No. 37-04, Training and Employment Guidance Letter 13-04, Older Worker Bulletin 04-04, Older Americans Act Amendments, Public Law 106-501, 20 Code of Federal Regulations Part 641.	SUPERSEDES: PM 03-15(P)
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 Specify: <u>See subject line.</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your Assigned Title V Senior Community Service Employment Program Specialist	

The purpose of this Program Memo (PM) is to provide the California Department of Aging (CDA) Title V/Senior Community Service Employment Program (SCSEP) projects with instructions and procedures for developing the annual Project Narrative (PN) for Fiscal Year (FY) 2005-06. The PN should describe the project's objectives that will be met, the results to be achieved, and benefits expected. It should also describe the project's technical approach and include administrative mechanisms that will be applied.

The PN format is the same as last year and must be prepared in accordance with the U.S. Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) outlined in 37-04 and final SCSEP Regulations issued on April 9, 2004.

The attached technical proposal instructions include new content requirements. Read each section carefully to ensure that all areas are thoroughly addressed. In some instances, we previously requested specific information on new content requirements. Please resubmit this information with your PN to ensure all information is captured in one document. A copy of TEGL 37-04 can be located at www.doleta.gov/seniors/html_docs/library.cfm.

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Performance Measures: The 2000 Amendments to the Older Americans Act and the subsequent SCSEP regulations established mandated performance measures. As a result, DOL has established for California and its projects the following FY 2005-06 performance goals based on those measures:

FY 2005-06	
Performance Measures	DOL Established Goals
1. Unsubsidized Placement Rate	26%
2. Service Level	162%
3. Community Service Hours	Not established for FY 2005-06
4. Retention Rate	67%
5. Service To Most In Need	71%
6. Customer Satisfaction - Employer	87% Satisfaction 70% Return rate
Customer Satisfaction – Participant	85% Satisfaction 70% Return rate
Customer Satisfaction – Host Agency	84% Satisfaction 70% Return rate
7. Common Measures Earnings Gain 1	A percentage is not established, but the earnings must be collected pre-enrollment and post-enrollment.
8. Common Measures Earnings Gain 2	Not established for FY 2005-06
9. Common Measures Entered Employment Rate	Not established for FY 2005-06

Projects should review these new goals. CDA will monitor each project's progress in achieving the goals to ensure compliance.

For projects that did not achieve the required FY 2004-05 performance goals, a corrective action plan must be submitted as part of this project narrative. The plan must address how the project will achieve the FY 2005-06 performance goals.

Please ensure all items required in the PN instructions are included. Submit a cover letter to transmit the package to CDA and one copy of your FY 2005-06 SCSEP PN **no later than 30 days from the date of this PM** to:

(Your Assigned Title V/SCSEP Specialist)
California Department of Aging – SCSEP
1300 National Drive, Suite 200
Sacramento, California 95834

If you have any questions or need assistance in completing your PN, please contact your assigned Title V/SCSEP Specialist.

Sincerely,

((Original Signed by Lora Connolly))

Lora Connolly
Acting Director

Attachment **(AAA's Only)**