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CONTRACT RELEASE MEMO

TO: Title V/SCSEP Contractors

EXPIRES: June 30, 2022

NO: CM 21-01

PROGRAMS AFFECTED: Title V/SCSEP

DATE ISSUED: April 5, 2021

SUPERSEDES: PM 20-10

SUBJECT: Title V/Senior Community Service Employment Program Contract (TV-2122) Budget and Reporting Information

Purpose

This Contract Release Memo (CM) provides funding information and specifies reporting requirements for your Title V/Senior Community Service Employment Program (Title V/SCSEP) Contract TV-2122.

Please refer to your original email for all contract-related documents, including the Local Assistance Checklist (CDA 9007). You can find the Budget Displays, Program Memo, and Allocation Methodology on the CDA website.

Funding

The Title V/SCSEP Contract funding is based on the Program Year (PY) 2020 federal award Authorized Positions and funding in the amount of \$6,481,661. Any changes in funding amounts will be adjusted through a contract amendment.

Local assistance funds are allocated to provide Title V/SCSEP services in 14 participating service areas through multiple contractors. Each year, the number of Authorized Positions for each county within the state is determined by the Department of Labor (DOL) through a process called Equitable Distribution (ED). To meet the federal standard for ED of participant slots in California, DOL allocates Authorized Positions based on each county's proportional share of the State's total number of eligible individuals age 55 and older who are at, or below, 125 percent of the federal poverty level. DOL uses county-level census data and annual federal program appropriations to calculate the allocation of authorized positions, then provides the number of positions distributed per county to each SCSEP grantee. Title V/SCSEP contractors may see an increase or decrease in authorized position allocations and subsequent funding changes as a result of ED.

DOL uses the federal minimum wage to calculate the number of authorized slots that may be funded. The number of authorized slots allocated to each service area through DOL's ED method is higher than the number of modified slots allocated to each service area. The modified slot

allotment accounts for the difference between the federal minimum wage and California's higher minimum wage.

Funding for the Title V/SCSEP comes from DOL grant funds with a required 10% match.

The State's match requirement of 10% cash or in-kind donations is met by the participating contractors. Each contractors' share of the State's match is calculated based on the funding allocation in the contract.

Request for Funds and Expenditure Reports

To request funds, contractors must use the Title V/SCSEP Request for Funds (CDA 30) form and can refer to the Title V/SCSEP Monthly Request for Funds Instructions (CDA 30i) for guidance. To report expenditures, contractors must use the Title V/SCSEP Monthly Expenditures Report (CDA 29) form and can refer to the Title V/SCSEP Monthly Expenditure Report Instructions (CDA 29i) for further guidance. These forms can be found under the Title V Documents section on the [Fiscal Forms and Documents page](#) of CDA's website.

CDA will not process payments for TV-2122 contract until the contractor's program budget, Title V/SCSEP Budget (CDA 35), is approved and the contract is fully executed.

Deadlines

To execute this contract, contractors must submit their Title V/SCEP Budget (CDA 35) as soon as possible, but no later than 30 days from the date of this Contract Release 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

The Contract Summary of Changes can no longer be found on CDA's website. Please contact your assigned program analyst for all contract language updates included in the TV-2122 contract.

Inquiries

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

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

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

For contract related inquiries, email: BMBContractAnalyst@aging.ca.gov.

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Irene Walela
Long-Term Care and Aging Services,
Deputy Director