

Area Plan Guidance
Part I: Instructions and References

Area Plan
July 1, 2024 to June 30, 2028

California Department of Aging
Due May 1, 2024

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Area Plan Overview

Introduction

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.

Purpose

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.

Regulation

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.

In the event of an amendment to the OAA during the FY 2024-2028 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.

Area Plan Content

The AP comprises the following components:

- Area Plan Required Components Checklist
- Transmittal Letter
- Area Plan Sections 1–19 as outlined in Part II

Area Plan Guidance

Area Plan Guidance

This Area Plan Guidance 2024-2028 Four Year Area Plan has two major parts:

Part I: Instructions and References

Part II: Format and Templates

Part I contains instructions and references for the required content (AP Sections 1-19). In addition, AAAs must refer to federal and State statutes, regulations, and policies, which can be accessed as follows:

- [California Department of Aging Laws and Regulations](#)
- [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 \(OAA\) Reauthorization Act of 2020](#)
- CDA Standard Agreement, Exhibits A-E
- Code of Federal Regulation citations:
 - [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](#)

Additional Resources

- [CDA Service Categories and Data Dictionary](#)
- [CDA Resources for Needs Assessment and Planning](#)

Part II: Format and Templates: Contains the required forms and templates.

Section 1. Mission Statement

Purpose

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.

Instructions

The mission statement, at a minimum, shall include the following statement:

“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 protects the quality of life of older persons and persons with functional impairments; and to promote citizen involvement in the planning and delivery of services.”

In addition to the above statement, the AAA is encouraged to include its own mission statement.

Required Format

The title of this section must be **Section 1. Mission Statement**. 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.

References

- CCR Title 22, Article 3, Section 7302(a)(3)
- 45 CFR Section 1321.53

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

Purpose

This section provides a description of the physical and demographic characteristics and unique resources and constraints of the PSA.

Instructions

This section includes, but is not limited to, a description of the PSA's:

- Physical and demographic characteristics.
- Unique resources and constraints.
- Service system, including:
 - 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

The title of this section must be **Section 2. Description of the Planning and Service Area (PSA)**. This section of the Area Plan does not require a specific format. An executive summary and bullet points are recommended.

References

- CCR Title 22 Section 7302(a)(1)(A-D)
- 45 CFR 1321.53(b)
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)

Section 3. 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:

- Provides leadership.
- Promotes the involvement of older individuals, adults with disabilities, and their caregivers in developing community-based systems of care.
- Develops community-based systems of services to support independence and protect the quality of life of older individuals, adults with disabilities, and their caregivers.
- Coordinates and links to county programs and services.
- Coordinates and engages with local health plans.
- 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, and can be updated from previous years as needed and carried over from the old plan to the new plan. An executive summary and bullet points are recommended.

References

- CCR Title 22, Article 3, Section 7302(a)(2)(A-D)
- 45 CFR 1321.53(b)
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)

Section 4. Planning Process & Establishing Priorities

Purpose

This section provides an overview of how the AAA conducts the planning process, establishes priorities, the factors influencing the AAA's priorities, the AAA's plans for managing increased or decreased resources, and provides opportunities for public involvement in the planning process.

Instructions

At a minimum, this section must include:

- A discussion of the steps involved in the planning process.
- A description of how the AAA included the following in the planning process:
 - The public
 - Public agencies
 - Government entities
 - Other organizations that serve targeted populations
- 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."

Area Plan goals and objectives must relate to the priorities established in this section. Other factors influencing priorities may include, but not be limited to:

- Available resources.
- Administrative changes.
- Anticipated changes in services.
- Changes in the number of persons aged sixty and older.

Required Format

The title of this section must be **Section 4. Planning Process/Establishing Priorities**. 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. Please add content as deemed appropriate.

References

- CCR Title 22, Article 3, Section 7300(c), Section 7310(a)(b), and 7312(a)(1-3)
- Older Americans Act, Reauthorization Act of 2020, Section 306(a), and Section 306(a)(2)

Section 5. Needs Assessment & Targeting

Purpose

This section describes:

- The processes and methods the AAA used to conduct the needs assessment of older adults, adults with disabilities, and their family caregivers.
- The assessment of needs of greatest economic and social need including the lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons and persons living with human immunodeficiency virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS) or other chronic conditions.
- The needs assessment results, including how this information affects the AAA's priorities, goals, and objectives.
- How the AAA's policies meet the needs of targeted populations as in the OAA and the Older Californians Act (OCA).

Instructions

AAAs are required to target older adults who face the greatest economic and social need as defined in Welfare and Institutions Code (WIC) section 9015. "Greatest economic need" means the need resulting from an income level at or below the poverty threshold established by the Bureau of the Census." Greatest social need includes the factors: physical or mental disability, language barriers, and cultural or social isolation caused by, among other things, racial and ethnic status, sexual orientation, human immunodeficiency virus (HIV) status, gender identity, or gender expression." In 2021, the HIV status was added to the factors that constitute "greatest social need".

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 including "family caregivers who provide care for individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction." OAA 372 (b).
- 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.

Targeting shall include the following:

- 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 that targeted groups encounter when attempting to access existing services.

The Older Americans Act Reauthorization of 2020 describes several population subgroups whose needs must be assessed (i.e., low income, limited English speaking, and rural residence).

For the purposes of defining urban and rural areas in the Area Plan, the AAA should use the [US Census Bureau](#) Definitions:

- A rural area is any area not defined as urban. According to [US Census Bureau](#), "Today, "urban areas" consist of two types of geographies:
- "Urbanized Areas" have a population of 50,000 or more.
- "Urban Clusters" have a population of at least 2,500 and less than 50,000."

The AAA should use the Rural-Urban Community Area (RUCA) codes as required by the Administration of Community Living. More information can be found online at [Department of Agriculture](#) and using the [CDA's Title III Intake and Assessment Guide](#):

- 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.

The OAA and LGBT Disparities Reduction Act of 2016 requirements identify specific population subgroups the AAA must include in its targeting efforts. Accessing other local needs assessments or surveys may assist in reaching targeted populations. Local needs assessments or surveys conducted by outside organizations may help AAAs reach targeted populations.

The California W&I Code describes the AAA's responsibility to assess the needs of LGBTQI+ older adults. Additional references for conducting a needs assessment of the LGBTQI+ population include:

- [LGBTQI+ Tools and Tips](#)
- [Diversity and Cultural Competency](#)
- [CDA Resources for Needs Assessment and Planning](#)

Required Format

The title of this section must be **Section 5. Needs Assessment and Targeting** This section of the Area Plan does not require a specific format. It is recommended to use an executive summary and bullet points.

References

- CCR Title 22, Article 2, Section 7300(a)(b), Section 7302(a)(4), and Section 7312
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)(1), and Section 372(b)
- W&I Code Division 8.5, Sections 9103.1(c), and 9400(d)(1)
- LGBT Disparities Reduction Act of 2016

Section 6. Public Hearings & Priority Services

Purpose

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. This section also provides information on how the AAA allocates federal funds in the PSA for Access, In-Home, and Legal Assistance services.

Instructions

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.

For the Area Plan, the public hearing section must describe:

- 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.

The AAA determines the annual minimum allocation for priority services through its planning process. The AAA must allocate an adequate proportion of federal funds to provide Access, In-Home, and Legal Assistance services as defined below:

- **Access:** Transportation, Assisted Transportation, Case Management, Information and Assistance, Outreach, Comprehensive Assessment, Health, Mental Health, and Public Information.
- **In-Home:** Personal Care, Homemaker, Chore, Adult Day Care / Adult Day Health, Alzheimer's Day Care, Residential Repairs/Modifications, Respite Care, Telephone Reassurance, and Visiting.
- **Legal Assistance:** Legal Advice, Representation, Assistance to the Ombudsman Program and Involvement in the Private Bar.

Required Format

Complete the form in Part II: Format & Templates, **Section 6. Public Hearings & Priority Services**. It is a recommended option to answer the questions using an executive summary and bullet points. The AAA must report priority services to CDA on the required form in Part II: Format and Templates.

References

- CCR Title 22 Article 3, Section 7302(a)(10)
- CCR Title 22, Article 3, Section 7308
- CCR Title 22, Article 3, Section 7312
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)(2)

Section 7. 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. Title 22 of the California Code of Regulations Section 7300 (c) states, “Goals are statements of ideal conditions that the AAA wishes to achieve through its planned efforts. Objectives are measurable statements of action to meet the goals. Objectives indicate all of the following:

- (1) The nature of the action.
- (2) The party responsible for the action.
- (3) How the action will be accomplished.
- (4) The anticipated outcome of that action.
- (5) How the outcome of the action will be measured.
- (6) The projected dates for starting and completing the action.
- (7) Any program development and coordination activities, as specified in Section 9400, Welfare and Institutions Code, that are associated with the objective.”

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 7.**

Provide goals with associated objectives. The goal states the big picture, and the objectives are the road map (specific and measurable activities) for achieving the big picture goal.

For example:

Support Services/Goal 3: Provide services to family caregivers that will support them in their caregiving role, thereby allowing the care receiver to maintain a healthy, safe lifestyle in the home setting.

- Objective 3.1: Contract with WeCare for the delivery of virtual self-paced caregiver training modules. Review data monthly to strategize how to increase caregiver engagement in these modules.
- Objective 3.2: Facilitate a monthly in person support group for caregivers where they can share success stories and challenges, share information regarding experiences with HCBS.

- Objective 3.3: Offer caregiver counseling on a monthly basis both in person and virtual options.

There are different types of objectives and certain types of objectives have set funding and program requirements:

Administrative Objectives

Administrative objectives ensure ongoing planning and management service delivery to carry out the regular business functions of the AAA.

Please see below for guidance when using III B funding for Area Plan Program Development and Coordination (PD and C) activities. Please note: When PD and C activities are used, they redirect program funding from already identified Title III B services. The AAA should not budget or fund Program Development and Coordination 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))

Program Development Objectives

- Program Development 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 Coordination 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 Coordination needs.
- The act of convening or attending a meeting DOES NOT meet Coordination 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 number of a value.

 - 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.

Requirements for Multi-year Projects

- Multi-year projects are allowable and must be completed within a reasonable time; therefore, objectives should not exceed 4 years.
- Additionally, multi-year objectives must identify specific yearly goals and must include a variety of action steps to accomplish the activity. Please see 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 XXXX.”
 - ♦ Year One: Conduct surveys of older residents and local service providers to determine the types of existing transportation resources by XXXX.
 - ♦ Year Two: Evaluate the results of the surveys to develop and issue a Request for Proposal (RFP) by XXXX.
 - ♦ Year Three: Funding is moved in the Area Plan budget from the Program Development category to the IIIB Transportation category.

- Multi-year Program Development & Coordination projects must include annual objective revisions in the Area Plan and 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.

Required Format

Complete the form in Part II: Format & Templates, **Section 7. Area Plan Narrative Goals and Objectives.**

References

- CCR Title 22, Article 3, Section 7300 (c)(1-7), Section 7304 (2)
- 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

Section 8. Service Unit Plan (SUP)

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.
- Specifying “not applicable” 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.
- All service categories identified as priorities in the needs assessments must have a corresponding goal(s) and objectives. CCR 7300(c)(1-7)

Required Format

Complete the forms in Part II: Format and Templates, **Section 8. Service Unit Plan (SUP) Guidelines** for each of the following programs:

- Title IIIB/VII SUP
- Title IIIB and Title VII: Long-Term Care (LTC) Ombudsman Program Outcomes
- Title VII Elder Abuse Prevention SUP
- Title IIIC SUP
- Title IIID SUP-Enter the specific name of each proposed evidence-based program.
- Title IIIE SUP
- Health Insurance Counseling and Advocacy Program SUP

References

- CCR Title 22, 7302(a)(6), 7312, 7316
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)

Section 9: Senior Centers and Focal Points

Purpose

Use this section to list the AAA's designated community senior centers and focal points.

Instructions

The AAA must:

- List current senior centers and focal points with addresses on the form provided in Part II: Format and Templates.
- Ensure that the number of senior centers and focal points listed in the Area Plan matches the total number of senior centers and focal points reported in the OAAPS State Program Report (SPR).

Definitions

The OAA uses the following for senior center and focal point:

- Focal Point – A facility established to encourage the maximum collocation and coordination of services for older individuals that has been designated in Area Plans for comprehensive service delivery.
- Senior Center – A community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental and behavioral health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals.

Required Format

Complete the form in Part II: Format and Templates, **Section 9. Senior Centers and Focal Points**.

References

- CCR Title 22 Section 7302(a)(14)
- 42 U.S.C. 3026(a)(3)(A)
- 45 CFR Section 1321.53(c)
- Older Americans Act, Reauthorization Act of 2020, section 306(a)
- Older Americans Act, Reauthorization Act of 2020, section 102(21)(36)

Section 10. Family Caregiver Support Program

Purpose

This section describes the AAA's intent to provide Title III E services in the federally mandated service categories for family caregivers and older relative caregivers.

Instructions

Complete the Notice of Intent for Non-Provision of Family Caregiver Support Program (FCSP) Multifaceted Systems of Support Services form by checking:

- “Yes” or “No” for each service that will be provided by the AAA or its contracted service provider for the upcoming years.
- “Yes” to indicate how (direct/contract) the AAA intends to provide the service. If you indicate yes, there should be funds in your budget for that service category.
- “No” if the AAA will not provide the service. The AAA must explain how the service need will be met within the PSA in the “Justification” section.
- **Justification:** For any of the five main service categories checked “no,” explain how the need is already being met in the PSA. If the justification information is the same, multiple service categories can be grouped in the justification statement. The justification must include the following:
 1. Provider name and address.
 2. Description of the FCSP service they provide. This description should coincide with the [CDA Service Categories and Data Dictionary](#).
 3. Where the service is provided (entire PSA, certain counties)?
 4. How the AAA ensures the service availability without the use of Title III E funds?

Note: The AAA is responsible for ensuring that the information listed for these organizations is up to date.

Required Format

Complete the form in Part II: Format and Templates, **Section 10. Family Caregiver Support Program**.

References

- Older Americans Act, Reauthorization Act of 2020, Sections 373(a) and (b) and 374.
- Area Plan Contract Exhibit E, Article I.A. (12)

Section 11. 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 11. Legal Assistance**.

References

- CCR Title 22 Section 7575, 7577 and 7579
- [42 USC §3026(a)(2)]
- 45 CFR Section 1321.71
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)(2)(C)

Section 12. Disaster Preparedness

Purpose

This section describes how the AAA coordinates its long-term disaster plans and activities with each local office of emergency services within the PSA.

Instructions

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 aaadutyofficer@aging.ca.gov.

Submit the disaster preparedness coordination plan and contact information using the form provided in Part II: Format and Templates.

Required Format

Complete the form in Part II: Format and Templates, **Section 12. Disaster Preparedness**.

References

- 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, Reauthorization Act of 2020, Section 306(a)(17)

Section 13. Notice of Intent to Provide Direct Services

Purpose

This section describes the AAA's intent to provide direct services and the methods the AAA will use to reach target populations.

Instructions

This section must include:

- 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

Complete the form in Part II: Format and Templates, **Section 13. Notice of Intent to Provide Direct Services.**

References

- CCR Title 22, Article 3, Section 7320(a)(b)
- Older Americans Act, Reauthorization Act of 2020, Section 307(a)(8(A))

Section 14. 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

This section must include:

- 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 14. Request for Approval to Provide Direct Services.**

References

- CCR Title 22, Article 3 Section 7320(c)
- Older Americans Act, Reauthorization Act of 2020, Section 307(a)(8)(A)

Section 15. 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 15. Governing Board**.

Reference

- CCR Title 22, Article 3 Section 7302(a)(11)
- Older Americans Act, Reauthorization Act of 2020, Section 307(a)(11)(A)

Section 16. 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 16. Advisory Council**.

References

- CCR Title 22, Article 3, Section 7302(a)(12)
- 45 CFR Section 1321.57
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)(6)(D)

Section 17. 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 17. Multipurpose Senior Center Acquisition or Construction Compliance Review.**

References

- CCR Title 22, Article 3, Section 7302(a)(15)
- 42 USC 3027(a)(14) and 3030b
- Older Americans Act, Reauthorization Act of 2020, Section 306(a)(1)

Section 18. Organizational Chart

Purpose

This section provides information on the AAA's organizational and staff placement.

Instructions

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. The organizational chart should match the Area Plan Budget with all OAA Funding types. Any FTE funding from other sources can be listed on the organizational chart like shown in the example in the guidance document Part II.

CDA provides a sample organization chart in **Part II: Forms and Templates Section 18**, as follows:

- One sample organization chart for AAAs located within a county or other governmental structure.

Required Format

The title of this section must be **Section 18. 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.

References

- CCR Title 22, Article 3, Section 7302(a)(2)(A)

Section 19. Assurances

Purpose

This section documents the Older Americans Act (OAA) Reauthorization Act of 2020, 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.

Instructions

Read, understand, and use the Assurances when developing the four-year Area Plan and include the OAA assurances in the Area Plan.

Required Format

The title of this section must be **Section 19 Assurances**. 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.

References

- Older Americans Act, Reauthorization Act of 2020, 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 original Transmittal Letter and the completed AP or APU via email to: areaplan@aging.ca.gov

Submit the Transmittal Letter for:

- The Four-Year AP (year 1)
- Annual APUs (years 2, 3, 4)
- AP Amendments

Older Californians Act (OCA) Modernization

Program Memo 23-13 outlines the funding intent, allowable activities, and distribution of general funds for modernizing the Mello-Granlund Older Californians Act. Funding for these efforts includes State General Funds granted in response to the AAAs network's legislative proposal. If the AAA is using the modernization funding to expand the scope of the existing OCA programs and/or fund community-based service programs, please provide a supplemental summary document of the actions being taken at the AAA.

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	Due Date to CDA
2024-2028 Four-Year Area Plan	May 1, 2024
2024-2025 Area Plan Update	May 1, 2025
2025-2026 Area Plan Update	May 1, 2026
2026-2027 Area Plan Update	May 1, 2027

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, Reauthorization Act of 2020, Section 306(a)
- 45 CFR 1321.11, 1321.57, and 1321.59

Reference Page-Web Links

[California Department of Aging Laws and Regulations](https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Law_and_Regulations/)

https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Law_and_Regulations/

[California Welfare and Institutions \(W&I\) Code, Division 8.5, Chapters 1-12, Sections 9000-9750](https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=WIC&division=8.5.&title=&part=&chapter=&article=&nodetreepath=15)

https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=WIC&division=8.5.&title=&part=&chapter=&article=&nodetreepath=15

[California Code of Regulations \(CCR\) Title 22, Division 1.8](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I058218105B6111EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I058218105B6111EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I058218105B6111EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

[United States Code \(USC\), Title 42, Chapter 35—Programs for Older Americans](https://uscode.house.gov/view.xhtml?hl=false&edition=prelim&req=granuleid%3AUSC-prelim-title42-section3026&num=0&saved=%7CZ3JhbnVsZWlkOIVTQy1wcmVsaW0tdGI0bGU0Mi1zZWN0aW9uMzAyNw%3D%3D%7C%7C%7C0%7Cfalse%7Cprelim)

[https://uscode.house.gov/view.xhtml?hl=false&edition=prelim&req=granuleid%3AUSC-prelim-title42-](https://uscode.house.gov/view.xhtml?hl=false&edition=prelim&req=granuleid%3AUSC-prelim-title42-section3026&num=0&saved=%7CZ3JhbnVsZWlkOIVTQy1wcmVsaW0tdGI0bGU0Mi1zZWN0aW9uMzAyNw%3D%3D%7C%7C%7C0%7Cfalse%7Cprelim)

[section3026&num=0&saved=%7CZ3JhbnVsZWlkOIVTQy1wcmVsaW0tdGI0bGU0Mi1zZWN0aW9uMzAyNw%3D%3D%7C%7C%7C0%7Cfalse%7Cprelim](https://uscode.house.gov/view.xhtml?hl=false&edition=prelim&req=granuleid%3AUSC-prelim-title42-section3026&num=0&saved=%7CZ3JhbnVsZWlkOIVTQy1wcmVsaW0tdGI0bGU0Mi1zZWN0aW9uMzAyNw%3D%3D%7C%7C%7C0%7Cfalse%7Cprelim)

[Older Americans Act \(OAA\) Reauthorization Act of 2020](https://acl.gov/about-acl/authorizing-statutes/older-americans-act)

<https://acl.gov/about-acl/authorizing-statutes/older-americans-act>

[CDA Standard Agreement, Exhibits A-E](https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Contracts_Download_Page/)

https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Contracts_Download_Page/

Code of Federal Regulation citations:

- [2 CFR Part 200 \(formerly OMB Circular A-110\) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- [45 CFR Part 75 Uniform Administrative Requirements Definitions, service categories, and specifications](https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75)
<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

[CDA Service Categories and Data Dictionary](https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/CDA_Resources_for_Needs_Assessment_and_Planning/)

[aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/](https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/CDA_Resources_for_Needs_Assessment_and_Planning/)

[CDA Resources for Needs Assessment and Planning](https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/CDA_Resources_for_Needs_Assessment_and_Planning/)

[https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/](https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/CDA_Resources_for_Needs_Assessment_and_Planning/)

[US Census Bureau](https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html)

<https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>

<https://www.census.gov/newsroom/blogs/random-samplings/2022/12/redefining-urban-areas-following-2020-census.html>

[USDA ERS - Rural-Urban Commuting Area Codes](https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx)

<https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>

[CDA's Title III Intake and Assessment Guide:](https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/LGBTQI+ Tools and Tips)

https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Reporting/LGBTQI+ Tools and Tips

[https://www.aging.ca.gov/Helpful_Tools_and_Tips/LGBT/](https://www.aging.ca.gov/Helpful_Tools_and_Tips/LGBT/Diversity and Cultural Competency)

[Diversity and Cultural Competency](https://www.aging.ca.gov/Helpful_Tools_and_Tips/LGBT/Diversity and Cultural Competency)

<https://acl.gov/programs/strengthening-aging-and-disability-networks/diversity-and-cultural-competency>

[California Statewide Guidelines for Legal Assistance](https://www.aging.ca.gov/download.ashx?IE0rcNUV0zYoBNz7s7Tr5A%3d%3d)

<https://www.aging.ca.gov/download.ashx?IE0rcNUV0zYoBNz7s7Tr5A%3d%3d>