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PROGRAM MEMO

TO: Title V/SCSEP Contractors

EXPIRES: June 30, 2021

NO: PM 20-20

PROGRAMS AFFECTED: Title V/SCSEP

DATE ISSUED: October 5, 2020

SUPERSEDES: PM 20-10

SUBJECT: Title V/Senior Community Service Employment Program Contract (TV-2021)
Amendment 1 Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Title V/Senior Community Service Employment Program (Title V/SCSEP) Amendment 1 Contract TV-2021.

Please refer to the amendment email for all contract-related documents, including Budget Displays and the Local Assistance Checklist (CDA 9007). These documents are no longer available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website.

Funding

The Title V/SCSEP Amendment 1 Contract funding is based on the Program Year (PY) 2020 federal award authorized positions and funding in the amount of \$6,481,661. CDA is amending the TV-2021 contract to reflect an overall increase of \$52,948 in federal funds and five additional authorized positions.

Local assistance funds are allocated to provide Title V/SCSEP services in 14 participating Planning Service Areas (PSA) through 11 contractors. Each year, the number of SCSEP 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 positions that may be funded. The number of authorized positions allocated to each PSA through DOL's ED method is higher than the number of modified positions allocated to each PSA. The modified position allotment takes into account the higher cost of funding participant positions in California that results from 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 contractor's share of the State's match is calculated based on the funding allocation in the contract.

Program Year (PY) 2020 Modified Position Allocations

Contractors must use the PY 2020 modified position allocations currently displayed in the SCSEP Performance and Results QPR System (SPARQ) to complete page 4 of the Title V/SCSEP Budget (CDA 35).

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-2021 Amendment 1 contract until the contractor's program budget, Title V/SCSEP Budget (CDA 35), is approved and the contract amendment is fully executed.

Deadlines

To execute this contract, contractors must submit their revised Title V/SCSEP Budget (CDA 35) to the Fiscal Team mailbox at FiscalTeam@aging.ca.gov as soon as possible, but no later than 30 days from the date of this Program Memo.

Additionally, all other contract amendment-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned to the contract analyst as soon as possible, but no later than October 31.

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 refer to your original email for all contract amendment-related documents, including Summary of Changes. Please contact your assigned program analyst for any questions about contract language updates included in the TV-2021 Amendment 1 contract.

Inquiries

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

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

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

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