

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING	NO.: PM 06-16(P)
SUBJECT: Annual Project Narrative Instructions for the Title V/Senior Community Service Employment Program for Fiscal Year 2006-07	DATE ISSUED: July 31, 2006
REVISED:	EXPIRES: UNTIL SUPERSEDED
REFERENCES: Training and Employment Guidance Letters 30-05 and 13-04; Older Worker Bulletin 04-04; Older Americans Act Amendments, Public Law 106-501, 20 CFR Part 641	SUPERSEDES: PM 05-16 (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 detailed instructions for completing the annual Project Narrative (PN) for Fiscal Year (FY) 2006-07. The content of the PN must be concise and relevant and avoid direct reiteration of statutory or regulatory requirements. It should also describe the project's technical approach and include administrative mechanisms that will be applied.

FORMAT

The PN format must be double-spaced with one-inch margins at the top, bottom, right, and left sides. Pages must be numbered, section headings are required, and projects are encouraged to use brief topic headings for paragraphs in the text. The attached technical proposal instructions include **new** and **updated** content requirements; therefore, **be sure to read each section carefully to ensure that all areas are thoroughly addressed. PNs that do not follow the prescribed format will not be accepted and will be returned to the project for correction.** This year's instructions are in accordance with the U.S. Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 30-05 and final SCSEP regulations issued on April 9, 2004. A copy of TEGL 30-05 can be located at www.doleta.gov/seniors/html_docs/library.cfm.

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 2006-07 performance goals based on those measures:

FY 2006-07	
Performance Measures	DOL Established Goals
1. Unsubsidized Placement Rate	27%
2. Service Level	162%
3. Community Service Hours	Not established for FY 2006-07
4. Retention Rate	76%
5. Service To Most In Need	72%
6. Customer Satisfaction - Employer	Not established for FY 2006-07
Customer Satisfaction – Participant	Not established for FY 2006-07
Customer Satisfaction –Host Agency	Not established for FY 2006-07
7. Common Measures Earnings Gain 1	Not established for FY 2006-07
8. Common Measures Earnings Gain 2	Not established for FY 2006-07
9. Common Measures Entered Employment Rate	Not established for FY 2006-07

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

For projects that did not achieve the required FY 2005-06 performance goals, a corrective action plan (CAP) must be submitted as part of this PN. The CAP must address the deficiency in performance and what steps will be taken to ensure that the FY 2006-07 performance goals are achieved.

METHOD OF SUBMISSION

Projects must ensure that all items requested in the PN instructions are included. Submit a cover letter, as well as an original and one copy of your FY 2006-07 SCSEP PN, to CDA **no later than 30 days from the date of this PM** to your assigned Title V/SCSEP specialist at:

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.

Original signed by

Lora Connolly
Acting Director

Attachment