



MEMORANDUM

NOTICE: 070220-1-I-SWCBS

TO: Area Agency on Aging Executive Directors

FROM: Richard Prudom, Secretary

DATE: July 2, 2020

SUBJECT: Notice of Instruction: 2021 Area Plan Update

The purpose of this Notice of Instruction (NOI) is to provide you with the templates, instructions, comparative performance report data, and Older Americans Act (OAA) allocations necessary to complete the 2021 Area Plan updates for your Planning and Service Area (PSA).

With the 2020 Reauthorization of the OAA, updates were made to the Act which may impact the Area Plans. However, the Department awaits guidance from the Administration for Community Living (ACL) related to implementing these updates. As such, we plan to continue reviewing the 2020 Reauthorization, make necessary programmatic updates in consultation with the Florida Association of Area Agencies on Aging (F4A), seek guidance from ACL, and then make updates to the Area Plan templates next year.

To comply with the Older Americans Act, Section 306, each Area Agency on Aging (AAA) shall prepare and develop an area plan for their PSA for a three-year period with annual updates as may be necessary. In 2020, the AAAs submitted their 2020-2022 Area Plans; therefore, the Department is only requiring the following necessary annual updates for 2021:

- **Program Module Updates**

All AAAs are required to submit an updated Performance and Targeted Outreach plan as part of their 2021 Area Plan – Program Module update. Each AAA's updated plan shall reflect on targeted outreach efforts and provide documentation of activities conducted in 2019 to coincide with their performance report data provided by Planning and Evaluation. AAAs should document the necessary changes to 2020 outreach efforts in response to COVID-19 and discuss planned approaches or events for meeting 2021 targeting objectives. Though the Department is not requiring additional updates, if the

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AAA feels further updates are necessary for their area plan, the Department will review those updates and approve them.

- **Contract Module Updates**

All AAAs will be required to submit a 2021 Area Plan – Contract Module to their OAA Contract Manager no later than October 1, 2020. These will be reviewed and approved in preparation for the 2021 OAA contract, to be executed no later than December 31, 2020.

For the Contract Module development, please use the base budgetary figures from the OAA Allocation 2019-2020 Update with Carryforward, sent to the AAAs on June 9, 2020.

Each AAA is responsible for coordinating review and approval with their respective governing bodies to ensure component submission within the established timeframes below. Please submit one electronic copy of each document to your OAA Contract Manager by the following deadlines:

Area Plan Component	Submission Deadline
Program Module	September 15, 2020
Contract Module	October 1, 2020

After the February 2020 Quality Assurance and Monitoring Summit, mapping files and targeting data have been provided in the secure FTP site established for each AAA. Log on credentials have previously been provided to Planners and Executive Directors at each AAA.

Please contact your contract manager if you require assistance with the preparation of your Area Plan update.

Thank you for your cooperation.
Attachments