



CHARLIE CHRIST
GOVERNOR

E. DOUGLAS BEACH
PH.D.
SECRETARY

MEMORANDUM

Notice #: 102708-1-I-PE

TO: Area Agency on Aging Executive Directors
FROM: E. Douglas Beach, Secretary
DATE: October 24, 2008
SUBJECT: Notice of Instruction: FFY 2009-11 Area Plan Requirements

This Notice of Instruction provides the instructions and requirements for the FFY 2009-2011 new area plan cycle.

The area plan should be submitted on or before February 1, 2009. Please submit an electronic copy of the Program Module and the Contract Module along with three hard copies of the area plan in its entirety. The Department will respond by February 28, 2009, providing all the components are completed as instructed.

The Older Americans Act (OAA) Section 306 Area Plan Requirement section assurances will not be submitted with the area plan. The AAA still must make sure the requirements are being addressed. (Please see attached.) The following statement was added to the Program Module Certification Page to ensure the Board of Directors and Advisory Council are aware of the requirements: "Signing this form verifies that the Board of Directors and the Advisory Council understand that they are responsible for the development and implementation of the plan and ensuring compliance with Older Americans Act Section 306."

A conference call will be scheduled in the near future to go over any questions you may have. In the meantime, please call your contract manager for assistance in the preparation of your area plan.

DB/lk

Attachments:

1. Program Module Template and Instructions
2. Contract Module Part 1
3. Contract Module Part 2
4. Program Module Crosswalk
5. Contract Module Crosswalk
6. OAA Sec. 306 Area Plan Requirements (Assurances)
7. Excel file with Targeting Report Data

4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

<http://elderaffairs.state.fl.us>