



RICK SCOTT
GOVERNOR

SAMUEL P. VERGHESE
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **NOTICE#: 031915-1-I-PE**
FROM: Samuel P. Vergheese, Secretary
DATE: March 19, 2015
SUBJECT: Notice of Instruction: 2016 Area Plan Update

The purpose of this Notice of Instruction is to provide the templates, instructions, and Older Americans Act (OAA) allocation for updating your Area Plan for calendar year 2016.

Attached are the following documents to assist in updating the Area Plan:

- 2016 Program Module Template and Instructions;
- 2016 Contract Module Part I Template and Instructions;
- 2016 Contract Module Part II Template and Instructions;
- OAA Allocation Spreadsheet with the "2015 Svcs & Admin Allocation" tab that should be used to complete the 2016 Area Plan Contract Module Update; and
- List of Changes for the 2016 Area Plan Update, detailing changes to this year's instructions.

In addition, as a resource for the Area Plan Update for 2016, the 2013/2014 PSA and County Profiles and projections are available on the Department of Elder Affairs (Department's) main publications page (<http://elderaffairs.state.fl.us/doea/publications.php>). The Department will provide the Targeting Report data for the 2016 Area Plan Program Module Update through a supplemental Notice of Instruction as soon as the data is available.

The 2016 Area Plan Program and Contract Module Updates should be submitted to your contract manager on or before October 1, 2015. Please submit an electronic copy and two hard copies.

Please contact your contract manager if you require assistance in the preparation of your Area Plan. Thank you for your cooperation.

Attachments

SVP/ekm

cc: Contract Managers
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Jeff Johnson
Lisa Murray

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