



Ron DeSantis  
Governor

Richard Prudom  
Secretary

## MEMORANDUM

**TO:** Area Agency on Aging Executive Directors      **NOTICE #:** **041619-1-I-SWCBS**

**FROM:** Richard Prudom, Secretary

**DATE:** April 16, 2019

**SUBJECT:** Notice of Instruction: 2020 – 2022 Area Plan

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The purpose of this Notice of Instruction (NOI) is to provide you with the templates, instructions, comparative performance report data, and OAA allocation necessary to complete the 2020 – 2022 Area Plan for your Planning and Service Area (PSA).

The Department received positive feedback on the 2017 – 2019 Area Plan template, with only minor requests for updates. Therefore, there are few changes to the Program Module and no changes to the Contract Module. While many changes are minor, the major changes include adding goals related to Livable Communities (Goal 5) and the Dementia Care and Cure Initiative (Goal 7). These programs are a focus of Secretary Prudom and Governor DeSantis and will be incorporated into the State Plan. Included with this NOI is a list of Area Plan Template Updates that details all changes made to the 2017 – 2019 Area Plan.

As with the 2017 – 2019 Area Plan, the Department encourages the Area Agencies on Aging (AAAs) to complete the various components in a cycle. The suggested cycle provides opportunities to focus on each component and schedule planning efforts accordingly. This year, we are requiring the Program Module to be submitted no later than September 16 and the Contract Module be submitted no later than October 1. However, if the AAAs would like the Department to review components of the Area Plan prior to these dates, we suggest using the following timelines:

<b>Area Plan Component</b>	<b>Recommended Completion Date</b>	<b>Submission Deadline</b>
1. Profile	May 1, 2019	<b>September 16, 2019</b>
2. SWOT Analysis		
3. Performance & Targeted Outreach		
4. Unmet Need & Service Opportunities		
5. Goals, Objectives, and Strategies		
6. Program Module		
7. Contract Module		
	October 1, 2019	<b>October 1, 2019</b>

Each AAA is responsible for coordinating review and approval with their respective governing bodies to ensure component submission within the established timeframes.

Attached are the following documents to assist you with the preparation of your Area Plan:

- 2020 – 2022 Area Plan Program Module Template and Instructions;
- 2020 – 2022 Area Plan Contract Module Template and Instructions; and
- Area Plan Program Module Template Summary of Changes.

For the Contract Module development, please use the budgetary figures associated with your Final 2019 OAA award (including title transfers) in developing your 2020 Contract Module.

Subsequent to the February 2019 Quality Assurance and Monitoring Summit, mapping files and targeting data have been provided in the secure ShareFile site established for each AAA at <https://elderaffairs.sharefile.com>. Log on credentials have previously been provided to Planners and Executive Directors at each AAA.

As resources for your 2020 – 2022 Area Plan development activities the 2017 county and state profile final reports; and 2018 PSA, county, and state profile projections are located on the DOEA Demographic Profiles & Statistics page: [http://www.elderaffairs.org/doea/info\\_stats.php](http://www.elderaffairs.org/doea/info_stats.php).

Your 2020 – 2022 Area Plan Program Module is due to your contract manager no later than September 16, 2019. Please submit one electronic copy. All required signatures (Executive Director, Board of Directors, and Advisory Council) must be in blue ink.

Your 2020 – 2022 Area Plan Contract Module is due to your contract manager no later than October 1, 2019. Please submit one electronic copy.

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

Thank you for your cooperation.

Attachments