



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 071304-2-I-PE

FROM: Terry White
Secretary

DATE: July 13, 2004

SUBJECT: Notice of Instruction: FFY 2005 Area Plan Instructions and Forms and Area Plan Training

The purpose of this Notice of Instruction is to provide the instructions and forms for the FFY 2005 Area Plan on Aging. Since January 1, 2005 marks the beginning of the FFY 2005-2007 area plan cycle, a new area plan is required. The attached files contain the instructions and forms for preparing the first year's plan during the next three-year cycle.

The deadline for the area plan submission is **November 15, 2004**. Area plans are to be submitted both in hard copy and electronically. This will facilitate a team review approach being adopted by the department. Included in the package of forms is a checklist, which identifies the review criteria being utilized by department staff to evaluate the area plan submissions.

Please be advised that the area plan requirements have been expanded for FFY 2005. In part, this is to ensure compliance with the assurances in the Older Americans Act, as amended in 2000. Further it is to establish more uniformity in the area plans submitted by the Area Agencies on Aging. The specific changes are highlighted in an attached file, and they include the following new elements: budget and resource enhancement narratives, mission and strategic vision statements, and objectives and strategies in response to Administration on Aging strategic goals and DOEA planning priorities.

To assist the Area Agencies on Aging in preparing their area plans, the department will be holding an area plan training on both the program and contract modules on Thursday, July 15, 2004, from 9 a.m. to 4 p.m. in conference room #225F at the Department of Elder Affairs, 4040 Esplanade Way, Tallahassee, Florida. Additional agenda information will be forthcoming.

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Please contact the contract manager for your area if you have any questions. As always, thank you for your assistance.

TW/sls

Attachments:

2005 Contract.instructions.doc
2005 Contract.forms.MSWord.doc
2005 C.I.A-G.xls
2005 C.II.A&B.xls
2005 Program.instructions.doc
2005 Program Module.forms.doc
2005 Changes.doc