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MEMORANDUM

TO: Area Agencies on Aging **NOTICE #:** 020604-1-I-OCFM

FROM: Terry White
Secretary

DATE: February 6, 2004

SUBJECT: Notice of Instruction: Draft 2004 Master Agreement

Attached is the draft Master Agreement for 2004 for your review and comment. The current Master Agreement ends on February 29. To expedite the review process, the agreement is being sent to you while we are still reviewing it within the Department. **Comments are due Friday, February 13, 2004.**

The Master Agreement is basically the same as last year, but hopefully is streamlined. We moved some of the language to other sections in the Agreement and added some clarifying language based on many of your comments throughout this past year. Also note that we are proposing a three-year Agreement instead of one year. We believe this is more reasonable since the Agreement contains standard state and federal language and has no funding.

Please send or email your comments to Pat Nichols at Nicholsp@elderaffairs.org no later than Friday, February 13, 2004. We will finalize the Agreement and send to you no later than February 19th for signature.

If you have any questions, please contact Pat Nichols at (850) 414-2040.

TW/pn

Attachment

cc: AAA Fiscal Officers