



**JEB BUSH**  
GOVERNOR

**TERRY F. WHITE**  
SECRETARY

## MEMORANDUM

**TO:** All AAA Directors  
DOEA Grant Managers and Senior Staff

**FROM:** Terry White  
Secretary

**DATE:** October 16, 2003

**SUBJECT:** Notice of Instruction: Older Americans Act Agreement draft for 2004

**NOTICE:** #101603-1-I-CFM

The purpose of this notice is to solicit your written comments regarding the draft Older Americans Act (OAA) agreement for 2004 (in Microsoft Word format, attached), and to provide the Allocation table detailing the distribution of funds for this agreement. A Calendar of Events for the OAA award process, including activity dates, is also attached. Your written comments regarding the draft OAA agreement should be submitted to your contract manager no later than October 30, 2003 (via e-mail or fax).

In order to adhere to the timeline presented in the Calendar of Events, please complete C.I.A. and C.II.B. forms by November 14<sup>th</sup>. The Budget Summary and Allocation to the Planning and Service Area forms (C. II. B. & C. I. A.) are included in the "Notice of Instruction #101603-2-I-PE: FFY 2004 Area Plan Update Requirements", being sent concurrently with this notice. Please remember when preparing your budgets that Title III B set aside funds cannot be increased from prior year levels.

The allocation table is based on a continuation of prior year funding and will be adjusted when the 2004 OAA grant is awarded to the Department. All funds awarded in the agreements are contingent upon the area plans being approved (again, please refer to Notice of Instruction #101603-2-I-PE: FFY 2004 Area Plan Update Requirements.)

Please contact your contract manager if any of these deadlines will pose a problem or if you require additional information regarding this Notice.

Attachment(s)

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