

CALIFORNIA DEPARTMENT OF AGING**Division of Administrative Services**

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**CONTRACT-RELEASE MEMO**

TO: Area Agencies on Aging (AAAs)

CM NO: 22-04

SUBJECT: HICAP Contract, Amendment 1 (HI-2122-1) Budget and Reporting Information

ISSUE: March 14, 2022

CONTRACT TERM: July 1, 2021, through March 31, 2024

SUPERSEDES: CM 21-03

PROGRAM AFFECTED: Health Insurance Counseling and Advocacy Program (HICAP)

PURPOSE:

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2021-22 HICAP Contract, Amendment 1 (HI-2122-1).

Please refer to your original contract email for all contract-related documents, including Budget Displays and Local Assistance Checklist (CDA 9007A). These documents are no longer available on the California Department of Aging's (CDA) website.

FUNDING:

This contract amendment intends to align the federal and State funding periods to begin annually on April 1st and end the following March 31st of each year. Realigning the term dates will provide administrative relief as only one budget and one closeout will be necessary moving forward.

For this contract amendment, there are a several funding items that AAAs should be aware of:

- Unspent federal funds for the period of July-2020 through March 31, 2021, are not available for carryover and **are not included** in this amendment.
- Unspent federal balances from the period of April-2021 through June-2021 **are included** in this amendment.
- Federal and State funds for the period of July 1, 2022, through March 31, 2023, **are included** in this amendment.
 - Your AAA is required to submit a federal fund closeout for the period ending March 31, 2022.
 - Your AAA is required to submit a state fund closeout for the period ending June 30, 2022.
 - Please submit one budget for the 9-month period of July 1, 2022, through March 31, 2023, for this amendment.
 - One closeout will be required for state and federal funds ending March 31, 2023.
- Federal and State funds for the period of April 1, 2023 through March 31, 2024 **are included** in this amendment.

- Please submit one budget for the 12-month period of April 1, 2023 through March 31, 2024.
 - One closeout will be due for state and federal funds ending March 31, 2024.
- Please refer to the Budget Displays for maximum reimbursable/advance state funding amounts for the period of April 1, 2023 through June 30, 2023.

Please follow the necessary guidelines to expedite the contract approval process to access and expend the unspent federal balance funds by March 31, 2022.

Request for Funds and Expenditure Reports:

CDA will not process payments for the HI-2122-1 until the AAA's Amendment 1 HICAP Budget (CDA 229) is approved and the contract is fully executed.

Please use the HICAP Request for Funds (CDA 245) form to request for funds and the HICAP Expenditure Report (CDA 255) form to report monthly expenditures. Refer to the HICAP Request for Funds Instructions (CDA 245i) and the HICAP Expenditure Report Instructions (CDA 255i) for guidance. These forms can be found under the HICAP Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

Deadlines:

Monthly Expenditure Reports are due 30 days after the last day of each month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

Contract Language Updates:

The Contract Summary of Changes (SOC) can no longer be found on CDA's website. The HICAP SOC's will be included in the email your AAA receives with the contract documents.

Inquiries:

For programmatic and/or data inquiries, please email the CDA HICAP Team at: cda.hicapanalysts.group@aging.ca.gov

For any financial inquiries, please email the CDA Local Finance Bureau (previously the Program Fiscal Team) at: LocalFinance@aging.ca.gov.

For any payment inquiries, please email the CDA Accounting Management Bureau at: CDA.Accounting@aging.ca.gov.

For any contract related inquiries, please email the CDA Business Management Bureau at: BMBCContractAnalyst@aging.ca.gov.

Thank you,



Thomas D. Cameron, Deputy Director
Division of Administrative Services
California Department of Aging

cc: Health Insurance Counseling and Advocacy Program Bureau, Division of Home and Community Living
Nicole Shimosaka, Chief, Financial Management Branch (FMB), Division of Administrative Services
Local Finance Bureau-FMB, Division of Administrative Services
Accounting Management Bureau-FMB, Division of Administrative Services
Business Management Bureau-BMB, Division of Administrative Services