

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**CONTRACT SUMMARY OF CHANGES**  
CDA 9008 (NEW 6/16)

**Program: HICAP**  
**Contract Number: HI-2425**  
**Contract Term: 4/1/2024 – 3/31/2025**

Section	Current Language in Existing Contract	New/Amended Language in New Contract	Reason for Change
Exhibit A, Article II.U	n/a	AAAs are required to integrate HICAP in their Area Plan and annual updates, following CDA guidance. When Area Plans or annual updates are submitted, AAAs must ensure that the submitted Area Plan or annual update either aligns with the approved HICAP budget or submit a budget revision to align with the Area Plan, as outlined in Exhibit B (WIC 9535(b)).	Budgets are due prior to annual updates. New language outlines the requirement that Area Plan updates and HICAP budget must correspond.
Exhibit B Article II.D.2	Contractors requesting reimbursement for indirect costs shall retain on file an approved indirect cost rate accepted by all federal awarding agencies or an allocation plan documenting the methodology used to determine the indirect costs.	Contractors requesting reimbursement for indirect costs exceeding the maximum ten percent (10%) shall retain on file an approved negotiated indirect cost rate or cost allocation plan.	Clarification for indirect costs rate and cost allocation plan.
Exhibit B Article II.D.3	Indirect costs exceeding the maximum ten percent (10%) may be budgeted as in-kind for purposes of meeting matching requirements in Title III and VII programs only. Contractors must receive prior approval from federal awarding agency prior to budgeting the excess indirect costs as in-kind.	[Delete]	Language removed, not applicable to HI-2425.
Exhibit B Article IV.A	The Contractor shall submit electronically the original HICAP Budget with the annual updates by May 1, unless otherwise instructed by CDA.	The Contractor shall submit electronically the original HICAP Budget thirty (30) days after contract documents have been released, unless otherwise instructed by CDA.	Contract start date is April 1. Budgets are due prior to annual updates.
Exhibit B Article VI.A	All contractors shall submit two Closeout Reports to CDA for the budget period of July 1, 2021 – June 30, 2022. The first Closeout Report is due on May 15, 2022 - covering the period of July 1-March 31; and the second Closeout Report is due on	[Delete]	Not applicable to this contracts budget period.

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	August 15, 2022 - covering the period of April 1 - June 30.		
Exhibit B Article VI.B	All contractors shall submit a Closeout Report to CDA once per State Fiscal Year for the following budget periods: Budget Period July 1, 2022 – March 31, 2023 is due on April 30, 2023 Budget Period April 1, 2023 – March 31, 2024 is due on April 30, 2024.	All contractors shall submit a Closeout Report to CDA once per State Fiscal Year, <b>covering the period April 1st – March 31st.</b>	Correction due to single year contract.
Exhibit E, Article I.C.4	Include the express acknowledgment on all SHIP public information materials, “This project was supported, in part, by grant number CFDA 93.324 from the U.S. Administration for Community Living, Department of Health and Human Services, Washington D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy.”	<b>The Contractor shall assure that all HICAP related public information materials include the appropriate HICAP Product Disclaimer.</b> <b>The Contractor may select the appropriate Template Language that best corresponds with the Contractor’s, or sub-contractor’s HICAP contract allocation(s). Template language should be edited to replace each reference of “XX” with the appropriate corresponding figure.</b>  <b>1. Product Disclaimer Template Option 1:</b> <b>“This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funding by ACL/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.”</b>	New federal requirement.

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		2. Product Disclaimer Template Option 2: This project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACL/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.	
Exhibit E, Article I.G	For the duration of the HI-2122 Agreement: 1. The HICAP shall ensure that the equivalent of at least one full-time paid Volunteer Coordinator shall assist the Program Manager in coordinating the activities of volunteers. 2. The full-time paid Volunteer Coordinator shall supersede the prior requirement for a half-time paid Volunteer Coordinator.	For the <b>term</b> of the Agreement: 1. The HICAP shall ensure that the equivalent of at least one full-time paid Volunteer Coordinator shall assist the Program Manager in coordinating the activities of volunteers. 2. The full-time paid Volunteer Coordinator shall supersede the prior requirement for a half-time paid Volunteer Coordinator.	Language updated.
Exhibit E., Article II.C	For State Fiscal Year 2022-23, activities funded through Federal SHIP Administrative Supplement allocations are limited to: 1. Expanding activities such as: volunteer recruitment, training, beneficiary counseling, group	[Delete]	Language no longer applicable.

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	<p>outreach and education, and media outreach and education, and/or</p> <p>2. Covering increased costs due to unforeseen circumstances.</p> <p>Upon request, the Contractor will provide information and supporting documentation on any activities funded in-part or in-whole with the supplement funding.</p>		
Exhibit E, Article II.D	<p>For Budget Year 2023-24 (April 1, 2023 through March 31, 2024) as provided in the Budget Display, the Contractor shall provide to CDA for approval, a detailed Work Plan (CDA Form 7001H) that outlines the HICAP service provider's strategies using carryover resources to complete project goals as provided by CDA. The proposed Work Plan must be submitted to and approved by the CDA HICAP Bureau before payments can be made to the Contractor. The CDA-approved Work Plan is hereby incorporated by reference as part of this Exhibit.</p> <p>Requests to modify or amend the approved Work Plan may be made by either CDA or the Contractor at any time. Modifications of the Work Plan shall be effective upon the mutual agreement of both parties. However, the CDA may unilaterally modify the Work Plan if required by ACL or other federal award guidance.</p>	<p>Provide to CDA for approval, a detailed <b>HICAP</b> Work Plan that outlines the <b>Contractor's and subcontractors' (if applicable)</b> strategies <b>and use of</b> resources to complete project goals as provided by CDA.</p> <p>The <b>AAA's</b> proposed <b>HICAP</b> Work Plan must be submitted to and approved by the CDA HICAP Bureau before payments can be made to the Contractor.</p> <p>The CDA-approved <b>HICAP</b> Work Plan is hereby incorporated <b>into this Agreement</b> by reference as part of this Exhibit.</p> <p>Requests to modify or amend the approved Work Plan may be made by either CDA or the Contractor at any time. Modifications of the Work Plan shall be effective upon the mutual agreement of both parties. However, the CDA may unilaterally modify the Work Plan if required by ACL or other federal award guidance.</p>	Language generalized to reduce need for revision.