

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

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**CONTRACT RELEASE MEMO**

**To:** Area Agencies on Aging (AAAs)

**CM No:** 23-12

**SUBJECT:** Area Plan Contract (AP-2324) Budget and Reporting Information

**ISSUE DATE:** April 21, 2023

**CONTRACT TERM:** July 1, 2023 through June 30, 2024

**SUPERSEDES:** N/A

**PROGRAMS AFFECTED:** OLDER AMERICANS ACT TITLE III-B, III-C-1, III-C-2, III-D, III-E, AND TITLE VII

**Purpose:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2023-24 Area Plan (AP) Contract (AP-2324).

Budget Displays, Program Memos, and Allocation Methodology documents can be found on the CDA [Contracts Download Page](#).

**Funding:**

The total Area Plan contract funding amount is \$243.9 million. Federal allocations are based on the Federal Fiscal Year (FFY) 2023 grant Notice of Awards. All State Funding is based on the 2023-24 Governor's Budget. Any changes to enacted funding amounts may be adjusted through contract amendment.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for AP-2324 until the AAA's contract is fully executed. To execute this contract, AAAs must submit their Area Plan Budget form (CDA 122) as soon as possible but no later than 30 days from the date of this Contract Release Memo.

Please use the Local Finance Reporting System (LoFRS) to request funds and to report monthly expenditures.

**Inquiries:**

For Ombudsman program inquiries, email: [StateOMB@aging.ca.gov](mailto:StateOMB@aging.ca.gov)

For Nutrition program inquiries, email: [CDANutritionandHealthPromotion@aging.ca.gov](mailto:CDANutritionandHealthPromotion@aging.ca.gov)

For Title IIIB program inquiries, email: [CDASupportiveServices@aging.ca.gov](mailto:CDASupportiveServices@aging.ca.gov)

Area Agencies on Aging

Page 2

April 21, 2023

For Title III E program inquiries, email: [CDAFamilyCaregiver@aging.ca.gov](mailto:CDAFamilyCaregiver@aging.ca.gov)

For fiscal and data inquiries, email: [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov)

For payment inquiries, email: [Accounting.LA@aging.ca.gov](mailto:Accounting.LA@aging.ca.gov)

For contract related inquiries, email: [BMBSubvention@aging.ca.gov](mailto:BMBSubvention@aging.ca.gov)

/s/

Nicole Shimosaka, Deputy Director

Division of Administrative Services

California Department of Aging

cc: Nutrition and Wellness Bureau, Division of Home and Community Living  
Nakia Thierry EdD, Branch Chief, Older Adult Programs Branch, Division of Home and  
Community Living  
Local Finance Bureau-FMB, Division of Administrative Services  
Accounting Management Bureau-FMB, Division of Administrative Services  
Business Management Bureau-FMB, Division of Administrative Services