

**CALIFORNIA DEPARTMENT OF AGING**

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**CONTRACT RELEASE MEMO**

**To:** Area Agencies on Aging (AAAs)  
**CM No:** 23-16  
**SUBJECT:** HICAP Contract, Amendment 3 (HI-2122-3) Budget and Reporting Information  
**ISSUE:**  
**CONTRACT TERM:** July 1, 2021, through March 31, 2024  
**SUPERSEDES:** CM 22-12  
**PROGRAM AFFECTED:** HEALTH INSURANCE COUNSELING and ADVOCACY PROGRAM (HICAP)

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**PURPOSE:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2022-23 HICAP Contract, Amendment 3 (HI-2122-3).

Please refer to your contract email for all contract-related documents, including amended Budget Displays and Local Assistance Checklist (CDA 9007A).

**FUNDING:**

This contract amendment reflects a carry-over amount of \$677,055.57 of federal funds from State Fiscal Year (SFY) 2022-23 to SFY 2023-24 based on disbursements issued by CDA.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for the HI-2122-3 until the AAA's Amendment 3 HICAP Budget (CDA 229) is approved and the contract is fully executed.

Please use the Local Finance Reporting System (LoFRS) to report monthly expenditures. Disbursements will be based on monthly expenditure reports.

**Deadlines:**

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

**Contract Language Updates:**

The Contract Summary of Changes (SOC) will be included in your contract package email.

**Inquiries:**

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

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

For any payment inquiries, please email the CDA Accounting Management  
Bureau at: [Accounting.LA@aging.ca.gov](mailto:Accounting.LA@aging.ca.gov).

For any contract related inquiries, please email the CDA Business Management  
Bureau at: [BMBSubvention@aging.ca.gov](mailto:BMBSubvention@aging.ca.gov).

Thank you,

/s/

**Nicole Shimosaka**, Deputy Director  
Division of Administrative Services  
California Department of Aging

cc: Health Insurance Counseling and Advocacy Program Bureau, Person Centered Navigation  
Branch, Division of Home and Community Living;  
Local Finance Bureau, Office of Finance & Administration Operations Branch, Division of  
Administrative Services;  
Accounting Management Bureau, Office of Finance & Administration Operations Branch, Division  
of Administrative Services;  
Business Management Bureau, Office of Finance & Administration Operations Branch, Division of  
Administrative Services