

CALIFORNIA DEPARTMENT OF AGING

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**CONTRACT RELEASE MEMO**

TO: Area Agencies on Aging

NO.: CM 21-03

SUBJECT: Health Insurance Counseling and Advocacy Program (HICAP) Contract HI-2122, Budget and Reporting Information

DATE ISSUED: May 3, 2021

EXPIRES: June 30, 2022

SUPERSEDES: N/A

PROGRAMS AFFECTED: HICAP

Purpose:

This Contract Release Memo (CM) provides funding information and specifies reporting requirements for your Health Insurance Counseling and Advocacy Program (HICAP) Contract HI-2122.

Please refer to your original email for all contract-related documents, including the Local Assistance Checklist (CDA 9007). You can find the Budget Displays, Contract Release Memo, and Allocation Methodology on the CDA website.

Funding:

The total HICAP contract funding amount is \$11,109,814. HICAP funding is based on past year funding from the State HICAP Fund, the California Department of Insurance (CDI) Reimbursements Fund, and the 2021 State Health Insurance Assistance Program (SHIP) federal grant funds. Exclusive to contract 21-22 and 22-23, there is an additional State HICAP Fund allocation that provides each local HICAP with the funding to maintain the equivalent of at least 1.0 full-time Volunteer Coordinator.

The contract funding will be adjusted as necessary through a contract amendment as actual funding information becomes available.

Request for Funds and Expenditure Reports:

Use the [HICAP Request for Funds \(CDA 245\)](#) form to request funds. For form instructions, refer to the [HICAP Request for Funds Instructions \(CDA 245i\)](#).

Use the [HICAP Expenditure Report \(CDA 255\)](#) form to report monthly expenditures. For form instructions, refer to the [HICAP Expenditure Report Instructions \(CDA 255i\)](#).

CDA will not process payments for SFY 2021-22 until the AAA's original HICAP Budget (CDA 229) is approved and the Contract is fully executed.

All contract-related fiscal forms, including the HICAP Request for Funds (CDA 245) and the HICAP Expenditure Report (CDA 255), can be found under the HICAP Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

Deadlines:

AAAs must submit the HICAP Budget (CDA 229) as soon as possible, but no later than 30 days from the date of this CM. Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned as soon as possible but no later than the contract start date.

Monthly Expenditure Reports are due at the end of each following 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 SOC is included in the email your AAA receives with the contract documents.

Inquiries:

For programmatic and data inquiries, email: cda.hicapanalysts.group@aging.ca.gov

For program fiscal inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.

For contract related inquiries, email: BMBContractAnalyst@aging.ca.gov

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Irene Walela
Long-Term Care and Aging Services, Deputy Director