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CONTRACT RELEASE MEMO

TO: Area Agencies on Aging

NO: 22-07

DATE ISSUED: May 9, 2022

SUBJECT: Area Plan Contract (AP-2223) Budget and Reporting Information

EXPIRES: June 30, 2023

PROGRAMS AFFECTED: Title IIIB, Title III-C1, Title III-C2, Title IIID, Title IIIE, Title VII, General Fund Nutrition Augmentation

SUPERSEDES: N/A

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your Area Plan (AP) Contract AP-2223.

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 \$226.2 million. Since CDA has not received the final Federal Fiscal Year (FFY) 2022 grant award, the AP-2223 Title III, VII, and Nutrition Services Incentive Program (NSIP) allocations are based on the FFY 2021 grant award. All State Funding is based on the 2022-23 Governor's Budget. Any changes in enacted funding amounts may be adjusted through a contract amendment.

The Area Plan FY 2022-23 funding is not subject to the Major Disaster Declaration flexibility. CDA will require transfers for any requested changes in funding allocations between Title III-B, III-C1, and III-C2, between NSIP C1 and NSIP C2, and between III-E and Administration III-E.

Allocation Methodology

The AP-2223 Allocation Methodology document can be found on CDA's Contracts Download page's Area Plan (AP) section.

Budget Displays

The AP-2223 Budget Displays have been updated to reflect the following:

- Removed the Notes column. The footnotes remain on the AP-2223 Budget Display but are no longer referenced for each Program/Fund Type/Project Number.
- Added a line for the General Fund IIIB “Increased Quarterly Visit” Augmentation funding for Ombudsman. This augmentation funding was originally provided in FY 2019-20 and included with existing General Fund IIIB Ombudsman funding on the budget display. The Project Number for both the General Fund IIIB and General Fund IIIB Augmentation for Ombudsman are B1GL.
- Added the breakdown by Program for Administration. This is informational only. Administration will continue to use the APAD Project Number.

The AP-2223 Budget Displays can be found on CDA’s Contracts Download page’s Area Plan (AP) section.

Request for Funds and Expenditure Reports

To request funds, AAAs must use the [Area Plan Request for Funds \(CDA 150\)](#) form. To report expenditures, AAAs must use the California Aging Reporting System (CARS) and the [Area Plan NSIP/Ombudsman Special Funds Expenditure Report \(CDA 189\)](#). Both documents are found under the Area Plan Documents section of the Fiscal Forms and Documents page on CDA’s website.

For guidance on requesting funds or reporting expenditures, refer to the [Area Plan Request for Funds Instructions \(CDA 150i\)](#) and the [Area Plan NSIP/Ombudsman Special Funds Expenditure Report Instructions \(CDA 189i\)](#).

CDA will not process payments for the AP-2223 contract until the AAA’s Area Plan has been received, budget is approved and the contract is fully executed. In addition, once the contract has been executed and sent to the State Controller’s Office (SCO), it will take three weeks before payments will be processed. This is the time SCO requires to load the contracts into their system.

All contract-related fiscal forms can be found under the Area Plan Documents section of the [Fiscal Forms and Documents page](#) on CDA’s website, with the exception of the Area Plan Budget form (CDA 122). Please email finance@aging.ca.gov to request the most current copy of the Area Plan Budget form.

Deadlines

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 Program Memo. Additionally, all other contract-related documents identified in the [Local Assistance Contract Checklist \(CDA 9007A\)](#) 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.

Inquires

For Ombudsman program inquiries, email: 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)

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

For fiscal and data inquiries, email: finance@aging.ca.gov

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

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

Thank you,

A handwritten signature in blue ink, appearing to read 'Thomas D. Cameron', with a stylized flourish extending to the right.

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