

CALIFORNIA DEPARTMENT OF AGING

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**Contract Release MEMO**

To: Area Agencies on Aging (AAAs)
CM No: 21-07
SUBJECT: Area Plan Amendment #1 (AP-2122) Budget and Reporting Information
ISSUE DATE:
CONTRACT TERM: July 1, 2021 through June 30, 2022
SUPERSEDES: **CM 21-02**
PROGRAM AFFECTED: OLDER AMERICANS ACT TITLE IIIB, IIIC1, IIIC2, IIID, IIIE; TITLE VII Ombudsman, and General Fund

Purpose:

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2021-22 Area Plan (AP) Amendment #1 Contract (AP-2122).

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

Funding:

The total AP Amendment #1 contract funding amount is \$206,455,274. The funding amount was based on the federal Notice of Award amount from Administration for Community Living (ACL) for California's Older Americans Act Title III and Title VII funding for FFY 2021, state General Fund investments, and State special fund monies. Specifically, this amendment includes:

- A correction to the Nutrition Services Incentive Program (NSIP) allocations. The original AP budget included NSIP allocations based on FFY 2019 data. ACL has since released guidance that NSIP must be calculated with FFY 2018 data to ensure a hold harmless due to COVID-19 response. Due to the new guidance from ACL, CDA has recalculated and reallocated NSIP funding.
- An increase of \$3.3 million General Fund to Administration. This funding is tied to the Legislature's investment in Area Agencies on Aging and is not tied to a specific Title III subcategory. Each AAA will receive a flat increase of \$100,000 that must be expended on administrative activities.
- An increase of \$14.3 million General Fund for Title III C2 Nutrition. \$7.0 million was allocated through the Intrastate Funding Formula (IFF) to ensure sufficient General Fund match for all Title III funding the department has received, which includes the required match for the American Rescue Plan funding that has not yet been disbursed. The remaining \$7.3 million was allocated on Washington Formula Factors. For the \$7.0 million that was allocated through the IFF, AAAs may see shifts in their Federal IIIB, C1

and C2 funding and their General Fund C1 and C2 funding. There has been no impact to the allocations for the \$17.5 million nutrition augmentation funding that was allocated in the Area Plan Original Contract via the Washington Formula Factors. The intent of this funding is to increase the number of meals served, which includes intergenerational meals and meals for older adults. This funding is not intended for administration or equipment costs.

- An increase of \$1.0 million from the State Health Citations Penalties Account, Special Deposit Fund, to the local Long-Term Care Ombudsman Programs. SHFCPA funding for the next fiscal year is contingent upon the determination by Department of Finance if there will be any amount available for 2022-23 SFY.

Request for Funds and Expenditure Reports:

CDA will not process payments for AP-2122 Am #1 until the AAA's program budget has been approved and the contract is fully executed. Budgets are due to CDA 30 days after the release of the contract.

Please use the Area Plan Request for Funds (CDA 150) form to request funds and the AP Expenditure (CDA 189) form to report monthly expenditures. Refer to the Area Plan Request for Funds and Expenditure Report Instructions (CDA 150i and CDA 189i) for guidance. These forms can be found under the Area Plan Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

Deadlines:

Monthly Expenditure Reports are due 30 days after the last day of each 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 AP SOC's will be included in the email your AAA receives with the contract amendment documents.

Inquiries:

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

For any payment inquiries, please email the CDA Accounting Management Bureau at: CDA.Accounting@aging.ca.gov.

For any contract related inquiries, please email the CDA Business Management Bureau at: BMBContractAnalyst@aging.ca.gov.

Thank you,



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

cc: Eden Rosales, Acting State Long-Term Care Ombudsman
Sutep Laohavanich, Deputy Director, Division of Home and Community Living
Michelle Davis, Chief, Older Americans Act Branch, Division of Home and
Community Living
Financial Management Branch, Division of Administrative Services
Business Management Bureau, Division of Administrative Services