

**CALIFORNIA DEPARTMENT OF AGING**

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**CONTRACT RELEASE MEMO**

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

**CM No:** 23-09

**SUBJECT:** Digital Connections (DC-2223) Budget and Reporting Information

**ISSUE:** APRIL 14, 2023

**CONTRACT TERM:** February 1, 2023 through December 31, 2023

**SUPERSEDES:** N/A

**PROGRAM AFFECTED:** Older Adults Recovery and Resilience Fund – Home and Community Based Services (HCBS)

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**PURPOSE:**

This Contract Release Memo provides funding information and specifies reporting requirements for your State Fiscal Year (SFY) 2022-23 Digital Connections Contract (DC-2223).

**FUNDING:**

The total Digital Connections contracts funding amount is \$3.5 million which includes the following:

- \$576k in FY 2022-23 for Administration, and
- \$2.9 million 2023-24 for Program.

For funding allocation please refer to the allocation methodology document found in your contract package email.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for the DC-2223 Contract until the Budget is approved, and the contract is fully executed.

DC-2223 will be utilizing CDA's new electronic format for submitting expenditure reports, the Local Finance Reporting System. No actual forms will be issued or required.

**Deadlines:**

The expenditure time periods and closeout deadlines are included on the Budget Displays within Exhibit B of the contract.

**Contract Language Updates:**

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

**Inquiries:**

For questions, please contact the following:

- Financial Reporting and Payments- CDA Local Finance Bureau at [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov)
- Contract Execution and Contract Requirements - CDA Business Management Bureau at [BMBsubvention@aging.ca.gov](mailto:BMBsubvention@aging.ca.gov)
- Program – [digitalconnections@aging.ca.gov](mailto:digitalconnections@aging.ca.gov)
- Data Requirements – Older Adult Programs Branch at [datateam.reports@aging.ca.gov](mailto:datateam.reports@aging.ca.gov)

Thank you,

/s/

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

cc:

Financial Management Branch, Division of Administrative Services  
Local Finance Bureau, Financial Management Branch, Division of Administrative Services  
Accounting Management Bureau, Financial Management Branch, Division of Administrative Services  
Business Management Bureau, Operations Support Branch, Division of Home and Community Living  
Policy Branch, Division of Policy, Research, and Equity