

**CALIFORNIA DEPARTMENT OF AGING****Division of Administrative Services**

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**CONTRACT RELEASE MEMO**

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

**CM No:** 23-17

**SUBJECT:** Area Plan Contract (AP-2324) Amendment 1 Budget and Reporting Information

**ISSUE DATE:** December 19, 2023

**CONTRACT TERM:** July 1, 2023 through June 30, 2025

**SUPERSEDES:** 23-12

**PROGRAMS AFFECTED:** OLDER AMERICANS ACT TITLE III-B, III-C-1, III-C-2, III-D, III-E, AND TITLE VII

**Purpose:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2023-24 Area Plan (AP) Contract (AP-2324) Amendment 1.

Budget Displays, Program Memos, and Allocation Methodology documents can be found on the CDA [Contracts Download Page](#).

**Funding Updates:**

The AP-2324 Amendment #1 contract includes:

- The unspent One-Time Only (OTO) funding from the FY 22-23 Area Plan Contract and transfers based on the Original Area Plan 2324 Budgets. The OTO funding is reallocated to the AAAs via the Intrastate Funding Formula (IFF).
- An increase of \$1,000,000 in State Health Facilities Citation Penalties Account, Special Deposit Fund (SHFCPA) to the local Long-Term Care Ombudsman programs.
- Revised allocations based on the update to the IFF data which impacted General Fund allocations for Title C-1 and C-2. This update to the IFF data was originally shared by CDA via email dated Friday, September 29, 2023. Revised allocations are reflected in the Adjustments column of the Budget Displays.

This amendment also includes a time-only extension for the GF Nutrition Augmentation funding and the GF Ombudsman Increased Quarterly Visit funding. California Department of Aging (CDA) has elected to offer the AAA network additional time to spend down increased GF Nutrition Augmentation and GF Ombudsman Increased Quarterly Visits allocations. The expenditure period for these specific funds is extended until June 30, 2025. CDA will issue remaining allocations following the FY 23-24 Area Plan closeout.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for AP-2324 Amendment #1 until the AAA's contract is fully executed. 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 Contract Release Memo.

Please use the Local Finance Reporting System (LoFRS) to request funds and to report monthly expenditures.

**Inquiries:**

For Ombudsman program inquiries, email: [StateOMB@aging.ca.gov](mailto: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](mailto:Finance@aging.ca.gov)

For payment inquiries, email: [Accounting.LA@aging.ca.gov](mailto:Accounting.LA@aging.ca.gov)

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

*Andrew C. Sachs*

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