

**CALIFORNIA DEPARTMENT OF AGING**

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## PROGRAM MEMO

**TO:** Area Agencies on Aging

**NO.:** PM 20-07

**SUBJECT:** Financial Alignment Contract (FA-1718) Amendment # 2 Budget and Reporting Information

**DATE ISSUED:** March 26, 2020

**EXPIRES:** July 31, 2020

**SUPERSEDES:** N/A

**PROGRAMS AFFECTED:** Financial Alignment (FA)

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**Purpose:**

This Program Memo (PM) provides funding information and specifies reporting requirements for your Financial Alignment (FA) Contract FA-1718 Amendment # 2.

Please contact your assigned program analyst for all contract-related documents, including Budget Displays and the Local Assistance Checklist (CDA 9007). These documents are no longer available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website.

**Funding:**

The total FA-1718 contract funding amount consists of two grant awards totaling \$900,000. CDA is amending the FA-1718 contract to reallocate unspent contract balances of \$164,100 from the first grant award (December 22, 2017 to December 21, 2018) to the December 22, 2019 to July 31, 2020 budget period.

**Request for Funds and Expenditure Reports:**

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

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

CDA will not process payments for budget period December 22, 2019 to July 31, 2020 until the AAA's FA Budget (CDA 229FA) and Work Plan is approved and the Contract is fully executed.

All contract-related fiscal forms, including the FA Request for Funds (CDA 245FA), the FA Expenditure Report (CDA 255FA), and the FA Work Plan Template (CDA 7001) can be found under the FA Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

**Deadlines:**

AAAs must submit the FA Budget (CDA 229FA) and the FA Work Plan Template (CDA 7001) as soon as possible, but no later than 30 days from the date of this PM. 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 can no longer be found on CDA's website. Please contact your assigned program analyst for all contract language updates included in the FA-1718 contract.

**Inquiries:**

For programmatic and data inquiries, email: [cda.hicapanalysts.group@aging.ca.gov](mailto:cda.hicapanalysts.group@aging.ca.gov)

For program fiscal inquiries, email: [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov).

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

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