

CALIFORNIA DEPARTMENT OF AGING
Long-Term Care and Aging Services Division
1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7540
FAX 916-928-2506
TTY1-800-735-2929



PROGRAM MEMO

TO: Area Agencies on Aging

NO: PM 20-09

DATE ISSUED: April 30, 2020

SUBJECT: Area Plan Contract (AP-2021) Budget and Reporting Information

EXPIRES: June 30, 2021

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-2021.

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 Area Plan contract funding amount is \$177.8 million. The Title III, VII, and Nutrition Services Incentive Program (NSIP) SFY 2020-21 allocations are based on the Federal Fiscal Year (FFY) 2020 grant award. The FFY 2020 grant award amounts CDA received for Title IIIB, III-C1, III-C2, IIID and IIIE represents 97% of the grant funds available at this time. ACL reserved an amount to satisfy the changes proposed in the funding formula pursuant to section 304(a)(3)(D). All State Funding is based on the 2020-21 Governor's Budget. Any changes in funding amounts may be adjusted through a contract amendment.

Budget Displays

The Budget Displays for the AP-2021 contract have been revised to no longer reflect 3 months and 9 months of funding and instead reflect 12 months of funding. In addition, Federal Fund Administration has been combined under one project (APAD). Under the Comments section of the Budget Display, it includes the maximum amount that is available to transfer from Administration into Title IIIE Program (3EFL). The amount identified is not available to be transferred to Title IIIB, III-C1 or III-C2.

For the Nutrition General Fund Augmentation, the amount for General Fund C1 and C2 has been identified on a separate line. The project C1GL and C2GL is the same for both the Nutrition General Fund Augmentation and the General Fund State Match.

Allocation Methodology

The AP Allocation Methodology document can no longer be found on CDA's website. Please contact your assigned program analyst for the AP Allocation Methodology.

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 \(CDA 189i\)](#).

- Summary Request for Funds or Reimbursement Supplemental Report (CDA 151i)
- NSIP Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 189i)
- Ombudsman PHLCPF, SHFCPA & SNFQAF Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 300i)

CDA will not process payments for the AP-2021 contract until the AAA's Area Plan has been received, budget is approved and the contract is fully executed.

All contract-related fiscal forms, including the Area Plan Budget (CDA 122) and can be found under the Area Plan Documents section of the [Fiscal Forms and Documents page](#) on CDA's website.

Deadlines

To execute this contract, AAAs must submit their Area Plan Budget (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 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 AP-2021 Contract.

Inquires

For Ombudsman program inquiries, email: stateomb@aging.ca.gov

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

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

/s/

Irene Walela
Deputy Director of Long-Term Care and Aging
Services Division