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Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Emerging Aging and Disability Resource
Connection (ADRC) Programs

NO: PM 20-06

DATE ISSUED: March 24, 2020

EXPIRES: June 30, 2021

PROGRAMS AFFECTED: General Fund ADRC
Infrastructure Grants for Emerging ADRC
Programs

SUPERSEDES: N/A.

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements to Emerging ADRC Programs for the ADRC Infrastructure Grants Contract AE-1920.

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 California Department of Aging's (CDA) website.

Funding

The total designated ADRC contract funding amount is \$1,600,000 for Fiscal Year (FY) 2019-20 and \$1,600,000 for FY 2020-21. The funding amount was based on the appropriated amount in the 2019 Budget Act and the proposed amount for the 2020 Budget Act.

Local Assistance Funds are allocated as follows:

- \$90,000 base funding for each FY
- Remaining funding is allocated based on the following weighted factors:
 - County Population (all ages) with a weight of 1.0
 - County Square miles with a weight of 2.0
 - County Geographic Isolation (rural – all ages) with a weight of 3.5

Request for Reimbursement and Expenditure Reports

To request for reimbursement and submit expenditure reports, ADRCs must use the [ADRC Infrastructure Grants Program Expenditure Report & Request for Reimbursement \(CDA 240\)](#) form. This document is found under the [ADRC Infrastructure Grants page](#) on CDA's website.

For guidance on requesting reimbursement or reporting expenditures, refer to the [ADRC Infrastructure Grants Program Expenditure Report & Request for Reimbursement Instructions \(CDA 240i\)](#).

CDA will not process payments for the AE-1920 contract until the Budget is approved and the contract is fully executed.

The [ADRC Infrastructure Grants Program Budget \(CDA 239\)](#) and [ADRC Infrastructure Grants Program Budget Instructions \(CDA 239i\)](#) can be obtained by emailing the CDA Community Options and Transitions Unit at ADRC@aging.ca.gov.

Deadlines

To execute this contract, AAAs must submit their Budget (CDA 239) as soon as possible, but no later than May 8, 2020. 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 May 29, 2020.

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.

Inquiries

For program inquiries, email: ADRC@aging.ca.gov.

/s/

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Aging Services Division