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PROGRAM MEMO

To: Aging and Disability Resource Connections
No: **21-06**
DATE ISSUED: March 15, 2021
SUBJECT: The Coronavirus Aid, Relief, and Economic Security (CARES) Act Aging and Disability Resource Connection (ADRC) / No Wrong Door (NWD) System Relief Funds for COVID-19 Pandemic Response
EXPIRES: September 30, 2021
PROGRAMS AFFECTED: Designated and Emerging Aging and Disability Resource Connections
SUPERSEDES: PM 20-17

PURPOSE

This Program Memo (PM) supersedes PM 20-17 and has been updated to provide information and requirements for the purchase of property using Coronavirus Aid, Relief, and Economic Security (CARES) Act ADRC/NWD System critical relief funds for the Coronavirus (COVID-19) pandemic response. In addition, this PM provides guidance, funding information, and financial and data reporting requirements. This funding will be referred to as the "ADRC CARES Act funds."

The purpose of the ADRC CARES Act funds is to aid Designated and Emerging ADRC's efforts to prevent, prepare for, and respond to COVID-19 by 1) supporting capacity and resource allocation at the local level to ensure coordination across agencies and programs, and 2) supporting immediate response to urgent needs resulting from the impacts of the COVID-19 pandemic.

FUNDING ELIGIBILITY, INFORMATION, AND REQUIREMENTS

Recipients must be approved as a Designated or Emerging ADRC and be in good standing with CDA.

In response to the COVID-19 pandemic, Congress has approved H.R. 748 (CARES) Act which allocated \$50 million, nationally, to support state Aging and Disability Resource Centers during the COVID-19 public health emergency. The Administration for Community Living (ACL) has allocated these emergency funds to states based on the number of individuals in each state who are age 60 and older, based on 2018 Census data, and individuals of all ages with disabilities, based on 2017 American Community Survey data. California's allocation totals \$3,005,454.

The ADRC CARES Act funding opportunity shall be primarily used for conducting Rapid Assessments and supporting lasting system changes related to consumer access to existing long-term services and supports (LTSS) options. Access is defined as:

- Connecting individuals to existing LTSS options
- Support for navigating the healthcare and long-term care system

- Enhancing and/or converting service delivery models (i.e., converting to virtual and/or web-based services) to overcome consumer challenges in obtaining existing LTSS options
- Adopting system change initiatives to improve care coordination for consumers and provide streamlined access to existing LTSS options
- Improving coordination and integration between healthcare and long-term care service providers
- Establishing consumer-friendly entry points, or new interfaces, for people seeking LTSS options at the community level

Required Provisions and Use of Funds

Designated and Emerging ADRCs must use funds to perform Rapid Assessments of workforce, population, and services.

- Conduct Rapid Assessment of workforce responsible for conducting application assistance, assessments, person-centered planning, care coordination, transitional services, and follow-up to ensure the safety of workforce and continuity of services
- Conduct Rapid Assessments of emerging workforces, including but not limited to, volunteers, Federal Emergency Management Agency (FEMA) personnel and/or crisis counselors, specialized taskforces, etc. assisting with COVID-19 to leverage state resources
- Conduct Rapid Assessment of populations most at-risk of COVID-19 who are seeking transitional support from hospital-to-home and nursing home-to-home, to release additional pressure on hospitals and nursing homes
- Conduct Rapid Assessment of services provided that are at, or above, capacity, and at-risk of being stopped due to increased demand because of the COVID-19 pandemic

Optional Provisions and Use of Funds

Designated and Emerging ADRCs may use funds to perform the following ADRC access (see definition above) functions.

- Develop, increase, and enhance California's ADRC core services and functions, which include:
 - Enhanced Information and Referral (I&R)
 - Options Counseling
 - Short-Term (and Long-Term) Service Coordination
 - Transition Services (facility-to-home)
- Staff training and infrastructure specific to virtual and/or web-based service assessments and delivery
- Develop and provide assistive technology assessments, devices, and training to older adults, persons with disabilities, and their caregivers
- Mitigate social isolation, by:
 - Developing and implementing social isolation screenings and protocols
 - Proactive I&R follow-up
 - Well-being checks via phone or virtually
- Mitigate obstacles in accessing nutritional supports, personal care services, and other supports and services that are critical in preparing for, and responding to, COVID-19
- Marketing and outreach about the ADRC/NWD system (e.g., updating websites)
- Assistance with applications for services

Designated and Emerging ADRCs may also use funds to perform other local discretionary services.

- To provide flexibility and discretion for ADRCs to address specific local needs CDA is allowing up to 20% of the ADRC's total allocation amount for other discretionary services, with the stipulation that these services must be sustainable during the duration of the COVID-19 emergency and recovery period to:
 - Improve the ADRC/NWD system and/or emergency response system and

- Improve the coordination and integration between community healthcare and/or long-term care service providers

Unallowable Use of Funds

Designated and Emerging ADRC's are not allowed to use funds for the following activities:

- Construction and/or rehabilitation of facilities
- Basic research (i.e., scientific, or medical experiments)
- Continuation of existing projects without expansion or new and innovative approaches
 - ADRC CARES Act funds shall supplement and not supplant existing federal, state, local, or private funds allocated to conduct the same or similar work

Other Funding Provisions

Local program administrative costs are limited to ten percent (10%) of the total ADRC allocation amount and should be reported as "Administration" on the mandated Expenditure Report, or as directed by CDA. Local program administrative costs are:

- Salaries and benefits associated with staff time dedicated to the administration of the ADRC, such as:
 - Human Resources
 - Accounting and Budgets
 - Information Technology
- Training for performing ADRC related administrative functions such as:
 - record keeping
 - accounting
- Compiling and reporting mandated ADRC data to CDA

CDA waives our requirement of the board resolution for the acceptance of ADRC CARES Act funds. Please note, this waiver only applies to CDA's requirement and ADRCs will still need to follow their individual/local requirements for accepting these funds which may require a board resolution.

CDA will not require ADRCs to submit budgets for this funding; however, expenditure, outcomes, and deliverables must be reported in the monthly Expenditure Reports and semi-annual Performance Data Reports. ADRC CARES Act funds must be fully expended by September 30, 2021.

Please note that the department may review expenditures, via monitoring or audits, and recover funds for any unallowed costs.

PURCHASE OF PROPERTY

ADRC CARES Act funding can be used to purchase property as defined below if it meets the requirements under the "Funding Eligibility, Information, and Requirements" section of this program memo. Property purchases that fall under other discretionary services must be sustainable during the duration of the COVID-19 emergency and recovery period to:

- Improve the ADRC/NWD system and/or emergency response system and
- Improve the coordination and integration between community healthcare and/or long-term care service providers

Reportable Property

For purposes of purchasing property with ADRC CARES Act funds as outlined in this program memo, reportable property includes the following:

1. Equipment, which is defined as tangible, nonexpendable personal property having a useful life of at least one (1) year and an acquisition unit or total cost of \$5,000 or greater (a desktop or laptop setup,

- is considered a unit, if purchased as a unit).
2. All computing devices, regardless of cost (including but not limited to workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones).
 3. All Portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

Pre-approval from CDA will be Required

Prior to contractors and/or subcontractors purchasing reportable property with ADRC CARES Act funds, Contractors must submit an ADRC CARES Act Property Purchase Request form (CDA 7024) to ADRC@aging.ca.gov. CDA will conduct a review and provide approval or request additional information within five (5) business days.

Eligibility, Policies and Procedures for purchasing and distributing property

Contractors and/or subcontractors must also follow their local purchasing policies and procedures when purchasing property and develop their own eligibility criteria, policies, and procedures for the distribution of property.

ASSET MANAGEMENT

Tracking/Inventory

The contractor shall keep track of property purchased with ADRC CARES Act funds and submit an ADRC CARES Act Acquisition form (CDA 7025) to ADRC@aging.ca.gov for purchases by either the contractor or the subcontractor. The contractor shall report their property inventory at closeout by completing the [Program Property Inventory Certification \(CDA 9024\)](#)

At a minimum, record of the following information must be maintained:

1. Date acquired
2. Item(s) description(s) (including model number)
3. CDA tag number
4. Serial number (if applicable)
5. Purchase cost or other basis of valuation
6. Fund source
7. Location

Disposal of Property

1. Approval from CDA shall be obtained prior to the disposal of any reportable property purchased by the contractor or the subcontractor with ADRC CARES Act funds.
2. All confidential, sensitive, or personal information must be removed prior to disposal. Including removal or destruction of data on computing devices with digital memory and storage capacity. This includes, but is not limited to tablets, magnetic tapes, flash drives, personal computers, personal digital assistance, cell or smart phones, multi-function printers, and laptops.
3. The Contractor shall notify the CDA ADRC Branch at ADRC@aging.ca.gov to receive, complete, and submit the Request to Dispose of Property (CDA 248) form. Upon submission of CDA 248, CDA will provide further instructions for disposal.

Previously Purchased Property

If reportable property was purchased prior to the release of this guidance, contractors must notify CDA at ADRC@aging.ca.gov and submit an ADRC CARES Act Purchase Request form (CDA 7024).

BUDGET DISPLAYS

The Budget Displays for the ADRC CARES Act allocations will reflect funding being available from April 1, 2020 through September 30, 2021. This allows for the backdating of allowable ADRC CARES Act expenditures up to April 1, 2020. Please contact ADRC@aging.ca.gov for your Budget Display.

ALLOCATION METHODOLOGY AND PAYMENT

ADRC CARES Act funding has been allocated based on the factors identified below. This funding is separate from the ADRC Infrastructure Grants funding and has no impact on previous ADRC Infrastructure Grant allocations.

California's total ADRC CARES Act allocation is \$3,005,454.

- \$2,705,454 is allocated to the six (6) Designated and ten (10) Emerging ADRC's which was calculated by:
 - A base allocation of \$85,000
 - The balance was allocated based on factors such as population, square miles, and geographic isolation
- \$300,000 is allocated to the department for state operations and initiatives

These funds are being directly allocated to the ADRC's fiscal entity and do not require a new contract or a contract amendment.

CDA processed a one-time direct-allocation payment to ADRCs, payable to each ADRC's fiscal entity who currently serves as the contractor for the existing ADRC Infrastructure Grants. The fiscal entity, who received the direct allocation, is responsible for managing the funds and submitting the required financial and data reports.

TRACKING, EXPENDITURE REPORTS AND CLOSEOUT

ADRC CARES Act funding is separate from the ADRC Infrastructure Grant and must be tracked separately.

The department is currently developing an on-line data collection tool specific to all CARES Act service and expenditure data, for both ADRC and other CARES Act funded programs. Financial and data reporting will be converted to on-line submission upon the completion of this tool, but until that time all reporting must occur as directed below.

Rapid Assessment

ADRC's receiving CARES Act funds are required to complete a Rapid Assessment to identify local priorities and organizational steps that will be taken to address the impacts of COVID-19. An initial Assessment is due to CDA by **August 31, 2020**, and an updated assessment is due at the end of the expenditure period, to be submitted no later than **October 31, 2021**.

ADRC's are required to use the Rapid Assessment template located on the [ADRC CARES Act Grant](#) page on CDA's website. Responses must be submitted electronically to ADRC@aging.ca.gov.

Expenditure and Closeout Reporting

To report ADRC CARES Act expenditure information, ADRCs must use the "ADRC CARES Act Expenditure Report". These expenditure reports must be submitted electronically to ADRC@aging.ca.gov. For guidance on reporting expenditures, refer to the "ADRC CARES Act Expenditure Reporting Instructions". Both the Expenditure Report template and instructions are located on the ADRC CARES Act Grant page on CDA's website.

ADRC's are required to submit their first expenditure report by **October 15, 2020**, for the expenditure period of April 1, 2020 through September 30, 2020.

Effective November 30, 2020, ADRCs must begin submitting monthly ADRC CARES Act expenditure reports to CDA, which are due no later than the last business day of each month, for the previous month's expenditures. For example, the October-2020 expenditure report is due to CDA by November 30, 2020 and will capture all expenditures from October 1, 2020 through October 31, 2020.

A Final Report of Expenditures, or Closeout Report, must be submitted by each ADRC fiscal entity, electronically to ADRC@aging.ca.gov no later than **October 31, 2021**. This final report, or Closeout, is separate from the required ADRC Infrastructure Grant Closeout Report. Any remaining fund balances will not be eligible for carryover and must be returned to the federal government. The final report, or Closeout, template is forthcoming and will be posted on the ADRC CARES Act Grant page on CDA's website.

Performance Data Reporting

All ADRC's are required to submit performance data using the "Performance Data Report" template. To request a copy of the template please contact ADRC@aging.ca.gov. Due dates include:

- October 15, 2020
 - ADRC's must report all activities occurring between April 1, 2020, and September 30, 2020
- April 15, 2021
 - ADRC's must report all activities occurring between October 1, 2020, and March 31, 2021
- October 15, 2021
 - ADRC's must report all activities occurring between April 1, 2021, and September 30, 2021

INQUIRIES

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

Irene Walela /s/ _____

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_____/s/_____

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ADRC Advisory Committee