

CALIFORNIA DEPARTMENT OF AGING
Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Dignity at Home Fall Prevention Program

EXPIRES: June 30, 2021

NO: 20-02

PROGRAMS AFFECTED: General Fund Dignity at Home Fall Prevention Program

DATE ISSUED: January 31, 2020

SUPERSEDES:

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your Dignity at Home Fall Prevention (FP) Program Contract FP-1920.

Please contact the FP Program Manager 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 designated FP contract funding amount is \$4,600,000. The funding amount was based on the appropriated amount in the 2019 Budget Act. The available funding was allocated equally amongst the 32 participating AAAs. Funding is available for expenditure beginning February 1, 2020 through June 30, 2021.

Request for Reimbursement and Expenditure Reports

To request reimbursement and report expenditures, AAAs must use the [Dignity at Home Fall Prevention Request for Reimbursement \(CDA 259\)](#) form. This document is found under the AAA Documents section of the Fiscal Forms and Documents page on CDA's website.

For guidance on requesting reimbursement or reporting expenditures, refer to the [Dignity at Home Fall Prevention Request for Reimbursement Instructions \(CDA 259i\)](#).

CDA will not process payments for the FP-1920 contract until the AAA's Budget is approved and the contract is fully executed.

All contract-related fiscal forms, including the [Dignity at Home Fall Prevention Budget \(CDA 260\)](#) and can be found under the AAA Documents section of the [Fiscal Forms and Documents page](#) on CDA's website.

Deadlines

To execute this contract, AAAs must submit their FP Budget (CDA 260) 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.

Inquiries

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

For fiscal inquiries, email: Fiscal.FallPrevention@aging.ca.gov.

/s/ Irene Walela

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