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Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: June 30, 2019

NO: PM 18-04

PROGRAMS AFFECTED: Title III-C1/C2, Title III-D, Title III-E, Title VII, Title III-E, Title III-B

DATE ISSUED: April 02, 2018

SUPERSEDES:

SUBJECT: Area Plan Contract (AP-1819) Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Area Plan contract AP-1819.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found 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 \$147.9 million. The Title III, Title VII and Nutrition Services Incentive Program (NSIP) amounts are based on the Federal Fiscal Year (FFY) 2017 grant award and include an estimated increase based on the proposed FFY 2018 grant amounts. All State funding is based on the proposed 2018-19 Governor's Budget. Any changes in funding amounts will be adjusted through a contract amendment if the federal grant award or the Enacted State Budget varies from these proposed amounts.

After completing the AP-1718 contract closeout process, CDA may issue a contract amendment to adjust funding allocated through this contract.

Allocation Methodology

To determine each AAA's contract allocation, CDA used the methodology described in the [AP-1819 Contract Allocation Methodology](#) document found on the Area Agencies on Aging - Budget Displays page of CDA's website.

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 \(CDA 189\)](#) form. 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 \(CDA 189j\)](#).

CDA will not process payments for the AP-1819 contract until the AAA's Area Plan has been received, Budget is approved and the contract is fully executed. The [Area Plan Budget \(CDA 122\)](#) form can be found under the Area Plan Documents section on the Fiscal Forms and Documents page of 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

All contract language updates are identified in the [AP-1819 Contract Summary of Changes](#) found on the Area Agencies on Aging – Contract Summaries of Changes page on CDA's website.

Inquiries

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

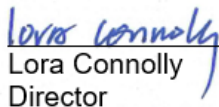
For Ombudsman program inquiries, email: stateomb@aging.ca.gov

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

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

Director's Message

Thank you for your ongoing dedication and commitment to serving older adults, family caregivers, and residents in long term care facilities throughout the State. We look forward to our continued partnership with you in providing these services that support the wellbeing of older adults and also assist family caregivers in helping their loved ones remain in their own home and community.


Lora Connolly
Director