

CALIFORNIA DEPARTMENT OF AGING**Home and Community Living Division**

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PROGRAM MEMO

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

NO: 22-08

ISSUED: May 5, 2022

EXPIRES: June 30, 2023

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

SUPERSEDES: N/A

SUBJECT: ADRC Infrastructure Grants Allocation to Designated and Emerging Partnerships and Reporting Requirements

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements to Designated and Emerging ADRC Programs for the ADRC Infrastructure Grants Contract. FY2022-23 funds will be available July 1, 2022 and all funds must be expended by June 30, 2023.

Infrastructure Grant funds are awarded to ADRC Partnerships to complete the planning and application process for designation as an ADRC and in expanding and strengthening services for the purpose of implementing a No Wrong Door System.

All awardees will receive a new contract for FY 2022-23 funding.

Please contact BMBCContractAnalyst@aging.ca.gov for all contract-related documents, including the Local Assistance Checklist (CDA 9007). The Budget Displays and Program Memos can be found on the CDA website.

Funding

Base Allocation

The total amount of funding is \$10 million based on the proposed amount in the 2023 Budget Act. Of this proposed amount, a total of \$7.5 million will be made available for Local Assistance Funds by an allocation process as follows:

- \$180,000 base funding for Designated ADRCs and \$90,000 base funding for Emerging ADRCs for FY 2022-23
- 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

Hold Harmless Funding

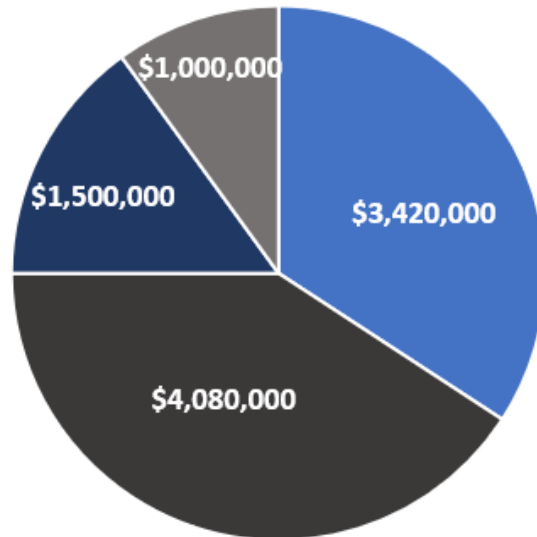
\$1.5 million is available to hold harmless ADRCs that receive reductions from FY 2021-22 allocation levels, that would otherwise necessitate a reduction in permanent ADRC funded staff and operations. Additional guidance on Hold Harmless Funding is forthcoming.

Remaining ADRC Infrastructure Funding

The remaining \$1 million will be reserved for ADRC development projects and activities to enhance local ADRC efforts and develop a statewide system during the fiscal year 2022-23 – including support of newly emerging ADRCs. Any funds returned from Base Allocations and Hold Harmless Funding will be added to the Remaining ADRC Infrastructure Funding amounts.

This pie chart displays the FY2022-23 ADRC Infrastructure Grant Fund allocation methodology: \$3,420,000 base funding, \$4,080,000 factor allocation, \$1,500,000 hold harmless, and \$1,000,000 remaining.

FY2022-23 ADRC Infrastructure Grant Fund



■ Base Funding ■ Factor Allocation ■ Hold Harmless ■ Remaining

Additional Guidance

If an ADRC does not expect to fully expend its FY 2022-23 allocation, the ADRC should notify CDA so that funds can be reallocated to other ADRCs on a one-time basis in order to maximize the ADRC funds to strengthen the ADRC network statewide.

The guidelines and allocation methodology contained in this memo apply to FY 2022-23 only. In FY 2022-23, CDA will be collaborating with its ADRC partners to engage in the process of evaluating the current methodology formula and establishing a more robust methodology to provide more stable and equitable funding for all ADRCs for FY 2023-24 and future years.

As a reminder, Emerging ADRCs are eligible for up to two ADRC Infrastructure Grant funding opportunities. Emerging ADRCs that received funding from two previous grant periods will be ineligible to receive further funding under this General Fund grant opportunity as an Emerging ADRC.

Emerging ADRCs may be eligible for further funding after achieving Designated ADRC status.

Request for Reimbursement and Expenditure Reports

To request 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 the CDA website.

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

Budget and Program Narrative

To receive ADRC Infrastructure Grant funds beginning July 1, 2022, as outlined in the Contract, ADRCs must submit the following:

- ADRC Infrastructure Grants Program Budget
 - The ADRC Infrastructure Grants Program Budget (CDA 239) and ADRC Infrastructure Grants Program Budget Instructions (CDA 239i) can be obtained by emailing the CDA Local Finance Bureau at Finance@aging.ca.gov.
- ADRC Program Narrative
 - The ADRC Program Narrative (CDA 7039) and ADRC Program Narrative Instructions (CDA 7039i) can be obtained online, or by emailing the CDA ADRC Bureau at ADRC@aging.ca.gov.

Deadlines

To execute this contract, ADRCs must submit their Budget (CDA 239) and ADRC Program Narrative (CDA 7039) as soon as possible. Deadline will be announced at the release of the contract. Additionally, deadlines for all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) will be announced at contract release.

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. Additional reporting requirements are outlined in Exhibit B of the Contract.

Inquiries

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

/s/

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Deputy Director

Division of Home and Community Living