

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

TO: Area Agencies on Aging

NO.: PM 21-02

SUBJECT: Health Insurance Counseling and Advocacy Program (HICAP) Contract HI-2021, Amendment 1 Budget and Reporting Information

DATE ISSUED: January 19, 2021

EXPIRES: June 30, 2021

SUPERSEDES: N/A

PROGRAMS AFFECTED: HICAP

Purpose:

This Program Memo (PM) provides funding information and specifies reporting requirements for your Health Insurance Counseling and Advocacy Program (HICAP) Contract HI-2021, Amendment 1.

Funding:

The Administration for Community Living has issued a revised Notice of Award that increased the 2019 federal State Health Insurance Program (SHIP) grant by \$161,454. CDA is allocating this entire amount for local assistance.

This contract amendment also reflects a carryover amount of \$625,932 of federal funds from State Fiscal Year (SFY) 2019-20 to SFY 2020-21 based on disbursements issued by CDA. AAAs will need to expedite their contract approval processes to access and expend carryover funds by March 31, 2021.

Request for Funds and Expenditure Reports:

Use the HICAP Request for Funds (CDA 245) form to request funds. For form instructions, refer to the HICAP Request for Funds Instructions (CDA 245i).

Use the HICAP Expenditure Report (CDA 255) form to report monthly expenditures. For form instructions, refer to the HICAP Expenditure Report Instructions (CDA 255i).

CDA will not process payments for the carryover amount until the AAA's Amendment 1 HICAP Budget (CDA 229) is approved and the Contract is fully executed.

The HICAP Request for Funds (CDA 245) and the HICAP Expenditure Report (CDA 255), can be found under the HICAP Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

Deadlines:

AAAs must submit the HICAP Budget (CDA 229) as soon as possible, but no later than 30 days from the date of this PM. 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:

The Contract Summary of Changes can no longer be found on CDA's website. Please contact your assigned program analyst for all contract language updates included in the HI-2021 contract.

Inquiries:

All contract related documents are included and attached to the original email release of the contract. Please contact your assigned program analyst for all contract-related documents, including Budget Displays and the Local Assistance Checklist (CDA 9007) should you require duplicates. These documents are no longer available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website.

For programmatic and data inquiries, email: cda.hicapanalysts.group@aging.ca.gov

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

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

/signed

Irene Walela

Long-Term Care and Aging Services, Deputy Director