

CALIFORNIA DEPARTMENT OF AGING

1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7517
FAX 916-928-2505
TTY1-800-735-2929



PROGRAM MEMO

To: Area Agencies on Aging
No: PM 21 - 12
DATE: June 30, 2021
SUBJECT: Expanding Access to COVID-19 Vaccines via the Aging Network
EXPIRES: September 30, 2022
PROGRAMS AFFECTED: Area Agencies on Aging - Title III-B Programs
SUPERSEDES: N/A

PURPOSE

This Program Memo (PM) provides guidance on local planning and expenditure of the Area Agencies on Aging (AAA) COVID-19 Vaccine funds (AAA Vaccine Funds). This PM additionally outlines the process, methodology, and reporting requirements associated with the AAA Vaccine funds.

FUNDING INFORMATION AND REQUIREMENTS

The Administration for Community Living (ACL) awarded \$50 million to the State Units on Aging to expand access to COVID-19 vaccines through the AAA network. California's AAA Vaccine allocation was \$5.2 million. These funds must be fully expended by September 30, 2022.

AAA Vaccine Funds aim to ensure that vulnerable and underserved populations have access to the COVID-19 vaccine. Allowable activities in pursuit of this goal include:

- Disseminating scientifically and medically supported information about the COVID-19 vaccines and helping direct those with questions to additional sources of similarly credible information;
- Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site;
- Helping with scheduling a COVID-19 vaccination appointment for those who require assistance;
- Arranging or providing for accessible transportation to COVID-19 vaccination sites;
- Providing technical assistance to local health departments and other entities on vaccine accessibility;
- Providing personal support to older adults, family caregivers, and aging network staff and volunteers as needed (e.g., peer support); and/or
- Reminding the person of their second vaccination appointment, if necessary.

Per ACL guidance, local AAA Administration costs are capped at 10% of local grant funds received per the AAA allocations. There are no Service or Administrative match requirements.

CDA is allowed to retain 5% for state administration costs. The department has determined to use the CDA allocation for statewide media and marketing efforts educating older adults who are not yet vaccinated, particularly in communities of color, on the vaccine, vaccine availability, and in-home and other services that facilitate vaccination.

AAAs are being provided the option to contribute to these statewide media efforts which would increase CDA's ability to reach older adults in impacted and/or underserved communities (see below and attached election form).

CDA will be providing AAAs data on zip-codes with older adults with lower vaccination rates so that AAA efforts can be effectively and equitably targeted. Zip code data will be provided by email from CDA Communications.

Note also that No Wrong Door/Aging Disability and Resource Connections in California are also being provided federal vaccine outreach funds for older and disabled adults. More information will be coming soon at <https://aging.ca.gov/>.

AAA VACCINE FUNDING DISTRIBUTION

CDA is required to use the approved Intrastate Funding Formula as it applies to Title IIIB funding to allocate the vaccine funding to AAAs.

As mentioned above, AAAs have been provided with an option to elect to contribute a portion of their local allocation to increase these statewide pooled media and marketing campaigns, and to receive less than their full local allocation for services at the local level. Any funding that an AAA elects not to receive locally will go towards statewide media and marketing campaigns targeted to communities with gaps in older adult vaccination rates. Updates on the media and marketing efforts are posted on CDA's website. Upon CDA's receipt of the AAAs signed election form, AAAs will receive their elected share of local funding in a single, upfront, payment from CDA.

BUDGET DISPLAYS

The budget displays for the AAA Vaccine funding reflect the funding as available from April 1, 2021, through September 30, 2022. This allows for the backdating of allowable AAA Vaccine Fund expenditures up to April 1, 2021. The AAA Vaccine funding will be displayed in one unique line item with a subsequent project code on a separate budget display from all other programs. This document will be posted on the CDA website.

SUMMARY OF AAA VACCINE DATA AND EXPENDITURE REPORTING

These funds are issued under a separate grant award number; therefore, funds must be accounted for separately from the regular issuance of Title III Older Americans Act and other any COVID-19 supplemental grants. Because states are still required to maintain accurate and appropriate records on expenditures from federal awards, AAAs and providers are required to track these expenditures separately. Per the ACL, "At a minimum and where possible, States should be recording the number of clients to whom service is provided, the name or category of services provided, the number of units of service provided, and the expenditures related to providing such services." While the ACL has not introduced new required data elements for collection, CDA encourages all AAAs to exercise discretion and use best practices to accurately report fund expenditures in Section IV.A of the State Program Report.

AAAs are required to report expenditures monthly, by service category, along with a brief service activity statement (also by category) via a short narrative summary (no more than 50 characters) of the specific services provided, beginning with July-2021 expenditures and activities. To report expenditures and service activity statements, CDA will provide a web-based reporting tool for AAAs to electronically submit monthly expenditures. CDA will send all AAAs additional communication and information once the web-based reporting tool is active.

For guidance reporting expenditures, refer to the forthcoming "AAA Vaccine Expenditure Report Instructions," which will be located under the Fiscal Forms and Documents page on CDA's website. Additional questions and answers related to program reporting can be found at: [FAQS - PROGRAM REPORTING GUIDANCE – COVID RESPONSE](#).

Closeouts will be due October 31st, 2022. All funding must be expended on allowable activities as no carryover will be available. The closeout reporting form and instructions will be forthcoming.

INQUIRIES

For questions regarding this PM, please email: CDASupportiveServices@aging.ca.gov.

/s/

Thomas Cameron, Deputy Director
Division of Administrative Services
California Department of Aging

/s/

Mark Beckley, Chief Deputy and
Acting Deputy Director
Division of Home and Community Living
California Department of Aging

cc: Kim McCoy Wade, Director, California Department of Aging
Nicole Dopp, Chief Financial Officer, Division of Administrative Services
Michelle Davis, Chief of Older Adult Programs, Division of Home and Community Living
California Association of Area Agencies on Aging (C4A)