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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 18-13

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

DATE ISSUED: September 27, 2018

SUPERSEDES: PM 18-04

SUBJECT: Area Plan Contract AP-1819 Amendment 1 Budget and Reporting Information

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2018 – June 30, 2019 State Fiscal Year (SFY) Area Plan (AP) contract AP-1819, Amendment 1.

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

CDA is amending the contract to reflect the following:

- A reallocation of \$3,696,965 in unspent One-Time-Only (OTO) federal funds carried over from SFY 2017-18 to SFY 2018-19
- An additional allocation of \$24,830,697 in reconciled federal Title III, Title VII, and Nutrition Services Incentive Program (NSIP) funds for Federal Fiscal Year (FFY) 2018
- An additional allocation of \$227,139 in supplemental federal Title III, Title VII, and NSIP grant funds for FFY 2018
- An additional allocation of \$2,300,000 in General Fund for the Ombudsman Program
- Transfers requested for FFY 2018 (i.e., the period of July 1, 2018 – September 30, 2018)

Allocation Methodology

To determine each AAA's contract amendment allocation, CDA used the methodology described in the AP18-19 Amendment 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 \(CDA 189i\)](#).

CDA will not process payments for the AP-1819 amendment until the AAA's Area Plan has been received, Budget is approved and the amendment 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

This contract amendment does not contain any changes to the original SFY AP 1819 contract language.

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

This Area Plan Amendment allocates significantly more federal funding than we could ever have estimated when the original Area Plan contracts and budgets were released. This additional funding—particularly for the nutrition and family caregiver support programs—will make a difference in the quality of life for many Californians, particularly those with the greatest social and economic needs. We appreciate your ongoing dedication and commitment to serving older adults, family caregivers, and residents in long term care facilities throughout the State and look forward to our continued partnership with you in providing these important programs and services.

Lora Connolly
Lora Connolly
Director
