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PROGRAM MEMO

TO: Area Agencies on Aging
NO: PM 21 - 14
DATE: July 12, 2021
SUBJECT: Expanding Access to COVID-19 Vaccines via the ADRC Network
EXPIRES: September 30, 2022
PROGRAMS AFFECTED: Designated and Emerging Aging and Disability Resource Connections
SUPERSEDES: N/A

Purpose

This Program Memo provides guidance, funding information, and financial and data reporting requirements for the Aging and Disability Resource Connection (ADRC)/No Wrong Door (NWD) System COVID-19 Vaccine Access Funding Opportunity. This funding opportunity will be referred to as “ADRC COVID Vaccine Access.”

The purpose of the ADRC COVID Vaccine Access funding is to ensure that vulnerable and underserved populations, including at-risk older adults and people with disabilities, have access to the COVID-19 vaccine by: 1) creating state and local-level partnerships, and 2) coordinating broad outreach, awareness, and education to support vaccine access.

Funding Information and Requirements

The Administration for Community Living (ACL) awarded \$26 million to the State Units on Aging to expand access to COVID-19 vaccines through the ADRC network. California’s ADRC COVID Vaccine Access allocation was approximately \$1.5 million. These funds must be fully expended by September 30, 2022.

The ADRC COVID Vaccine Access funding opportunity shall be used to reach unvaccinated individuals and address specific community needs related to COVID-19 vaccine access

Allowable activities in pursuit of these goals include:

- Education about the importance of receiving a vaccine;
- Identifying people unable to independently travel to a vaccination site;
- Helping with scheduling a vaccine appointment;
- Arranging or providing accessible transportation;

- Providing companion/personal support;
- Reminding people of the second vaccination appointment, if needed;
- Providing technical assistance to local health departments or other entities on vaccine accessibility;
- Collaborating with assistive technology programs;
- Providing assistive technology to increase vaccination access and/or address post-vaccination recovery needs; and
- Any additional activity related to increasing vaccination access, including forging partnerships with state or local agencies.

Other Funding Provisions

Local program administrative costs are limited to ten percent (10%) of the total ADRC allocation amount and should be reported as “Administration” on the mandated Expenditure Report, or as directed by CDA. Local program administrative costs are:

- Salaries and benefits associated with staff time dedicated to the administration of the ADRC, such as:
 - Human Resources
 - Accounting and Budgets
 - Information Technology
- Training for performing ADRC related administrative functions such as:
 - Record Keeping
 - Accounting
- Compiling and reporting mandated ADRC data to CDA

CDA waives the requirement of a board resolution for the acceptance of ADRC COVID Vaccine Access funds. Please note, this waiver only applies to CDA’s requirement and ADRCs will still need to follow their individual/local requirements for accepting these funds which may require a board resolution.

CDA will not require ADRCs to submit budgets for this funding; however, expenditure, outcomes, and deliverables must be reported in the monthly Expenditure Reports, semi-annual Performance Data Reports, and annual Progress Report. Note that the department may review expenditures, via monitoring or audits, and recover funds for any unallowed costs.

Note that the Area Agency on Aging Network in California are also being provided federal vaccine outreach funds for older adults and people with disabilities. More information can be found at <https://aging.ca.gov/download.ashx?IE0rcNUV0zbhOD2qzWuP5Q%3d%3d>.

ADRC Vaccine Funding Distribution

This funding is separate from the ADRC Infrastructure Grants funding and has no impact on previous ADRC Infrastructure Grant allocations.

California’s total ADRC COVID Vaccine Access allocation is \$1,562,836. In consultation with the ADRC network, the funding allocation is as follows:

- The six (6) Designated ADRCs and 11 Emerging ADRCs will each be evenly allocated \$35,000 for a total of \$595,000. Any funding that an ADRC elected not to receive will be used to supplement statewide outreach campaigns.

These funds are being directly allocated to the ADRC's fiscal entity and do not require a new contract or a contract amendment.

CDA is processing a one-time direct-allocation payment to ADRCs, payable to each ADRC's fiscal entity who currently serves as the contractor for the existing ADRC Infrastructure Grants. The fiscal entity, who received the direct allocation, is responsible for managing the funds and submitting the required financial and data reports.

- \$967,836 is allocated to CDA to coordinate statewide outreach campaigns that benefit all ADRC service areas with lower rates of vaccination rates. CDA has determined to use the CDA allocation for statewide media and marketing efforts educating older adults and people with disabilities who are not yet vaccinated, particularly in communities of color, on the vaccine, vaccine availability, and in-home and other services that facilitate vaccination.

CDA will be providing ADRCs data on zip codes with individuals with lower vaccination rates so that ADRC efforts can be effectively and equitably targeted. Zip code data will be provided by email from CDA Communications.

Budget Displays

The Budget Displays for the ADRC COVID Vaccine Access allocations will reflect funding being available from April 1, 2021 through September 30, 2022. This allows for the backdating of allowable ADRC COVID Vaccine Access expenditures up to April 1, 2021. Please contact ADRC@aging.ca.gov for your Budget Display.

Summary of ADRC Vaccine Data and Expenditure Reporting

ADRC COVID Vaccine Access funding is separate from the ADRC Infrastructure Grant and must be tracked 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 ADRCs to exercise discretion and use best practices to accurately report fund expenditures.

As part of its expenditure reporting, ADRCs are required to report expenditures monthly along with a brief service activity statement 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 ADRCs additional communication and information once the web-based reporting tool is active.

Additional guidance for reporting requirements will be provided under a separate cover upon guidance from the federal Administration for Community Living (ACL).

Purchase of Property

ADRC COVID Vaccine Access funding can be used to purchase property as defined below if it meets the requirements under the “Funding Information and Requirements” section of this program memo.

Reportable Property

For purposes of purchasing property with ADRC COVID Vaccine Access funds as outlined in this program memo, reportable property includes the following:

1. Equipment, which is defined as tangible, nonexpendable personal property having a useful life of at least one (1) year and an acquisition unit or total cost of \$5,000 or greater (a desktop or laptop setup, is considered a unit if purchased as a unit).
2. All computing devices, regardless of cost (including but not limited to workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones).
3. All portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

Pre-Approval from CDA will Be Required

Prior to contractors and/or subcontractors purchasing reportable property with ADRC COVID Vaccine Access funds, Contractors must submit an ADRC Property Purchase Request Form (CDA 7024) to ADRC@aging.ca.gov. CDA will conduct a review and provide approval or request additional information within ten (10) business days.

Eligibility, Policies and Procedures for Purchasing and Distributing Property

Contractors and/or subcontractors must also follow their local purchasing policies and procedures when purchasing property and develop their own eligibility criteria, policies, and procedures for the distribution of property.

Asset Management

Tracking/Inventory

The contractor shall keep track of property purchased with ADRC COVID Vaccine Access funds and submit an ADRC Property Acquisition Form (CDA 7025) to ADRC@aging.ca.gov for purchases by either the contractor or the subcontractor. The contractor shall report their property inventory at closeout by completing the [Program Property Inventory Certification \(CDA 9024\)](#)

At a minimum, record of the following information must be maintained:

1. Date acquired
2. Item(s) description(s) (including model number)
3. CDA tag number
4. Serial number (if applicable)
5. Purchase cost or other basis of valuation
6. Fund source
7. Location

Disposal of Property

1. Approval from CDA shall be obtained prior to the disposal of any reportable property purchased

- by the contractor or the subcontractor with ADRC COVID Vaccine Access funds.
2. All confidential, sensitive, or personal information must be removed prior to disposal. Including removal or destruction of data on computing devices with digital memory and storage capacity. This includes, but is not limited to tablets, magnetic tapes, flash drives, personal computers, personal digital assistance, cell or smart phones, multi-function printers, and laptops.
 3. The Contractor shall notify the CDA ADRC Branch at ADRC@aging.ca.gov to receive, complete, and submit the Request to Dispose of Property (CDA 248) form. Upon submission of CDA 248, CDA will provide further instructions for disposal.

Inquiries

For questions or inquiries, email: ADRC@aging.ca.gov

/s/

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/s/

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cc: Kim McCoy Wade, Director, California Department of Aging
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