

**CALIFORNIA DEPARTMENT OF AGING**

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**CONTRACT RELEASE MEMO**

**To:** Area Agencies on Aging (AAAs)  
**CM No:** 22-12  
**SUBJECT:** HICAP Contract, Amendment 2 (HI-2122-2) Budget and Reporting Information  
**ISSUE:** DECEMBER 1, 2022  
**CONTRACT TERM:** July 1, 2021, through March 31, 2024  
**SUPERSEDES:** CM 21-11  
**PROGRAM AFFECTED:** HEALTH INSURANCE COUNSELING and ADVOCACY PROGRAM (HICAP)

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**PURPOSE:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2022-23 HICAP Contract, Amendment 2 (HI-2122-2).

Please refer to your contract email for all contract-related documents, including amended Budget Displays and Local Assistance Checklist (CDA 9007A).

**FUNDING:**

The Administration for Community Living issued a Supplemental Notice of Award that increased the 2022 federal State Health Insurance Program (SHIP) grant by \$108,112. CDA is allocating the entire amount to local assistance.

This contract amendment also reflects a carry-over amount of \$333,793 of federal funds from State Fiscal Year (SFY) 2021-22 to SFY 2022-23 based on disbursements issued by CDA.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for the HI-2122-2 until the AAA's Amendment 2 HICAP Budget (CDA 229) is approved and the contract is fully executed.

Please use the HICAP Request for Funds (CDA 245) form to request for funds and the HICAP Expenditure Report (CDA 255) form to report monthly expenditures. Refer to the HICAP Request for Funds Instructions (CDA 245i) and the HICAP Expenditure Report Instructions (CDA 255i) for guidance. These forms can be found under the HICAP Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

**Deadlines:**

Monthly Expenditure Reports are due 30 days after the last day of each month. Expenditure time periods and closeout deadlines are included as footnotes on the Budget Display within Exhibit B of the contract.

**Contract Language Updates:**

The Contract Summary of Changes (SOC) will be included in your contract package email.

**Inquiries:**

For programmatic and/or data inquiries, please email the CDA HICAP Team at:  
[cda.hicapanalysts.group@aging.ca.gov](mailto:cda.hicapanalysts.group@aging.ca.gov)

For any financial inquiries, please email the CDA Local Finance Bureau (previously the Program Fiscal Team) at: [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov).

For any payment inquiries, please email the CDA Accounting Management Bureau at: [Accounting.LA@aging.ca.gov](mailto:Accounting.LA@aging.ca.gov).

For any contract related inquiries, please email the CDA Business Management Bureau at: [BMBSubvention@aging.ca.gov](mailto:BMBSubvention@aging.ca.gov).

Thank you,

*Nicole Shimosaka*

**Nicole Shimosaka**, Chief  
Financial Management Branch  
Division of Administrative Services  
California Department of Aging

cc: Health Insurance Counseling and Advocacy Program Bureau, Division of Home and Community Living  
Local Finance Bureau, Financial Management Branch, Division of Administrative Services  
Accounting Management Bureau, Financial Management Branch, Division of Administrative Services  
Business Management Bureau, Operations Support Branch, Division of Administrative Services