

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

TO: <b>Area Agency on Aging Directors</b>	NO.: PM 11-02(P)
SUBJECT: <b>Fiscal Year 2010-11 Area Plan Contract Amendment #2</b>	DATE ISSUED: February 2, 2011
REVISED	EXPIRES: <b>July 1, 2011</b>
REFERENCES: <b>Older American Act Amendments of 2006; Older Californians Act, Welfare and Institutions Code 9100, et., seq.</b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> <b>Other Specify:          Transmit Amended AP Contract</b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your Assigned AAA-Based Team Fiscal Specialist</b>	

This Program Memo (PM) provides information and instruction regarding the attached amended contract which incorporates the following adjustments:

- Approved transfers of General and Federal Funds
- Allocation of One-Time-Only (OTO) Funds as follows:
  - Fiscal Year (FY) 2009-10 Unexpended Funds
  - Supplemental Federal Grants
  - Grant Reconciliation Funds
  - Recovered Funds from Audit Determinations

**Transfers**

The amended contract includes transfers requested and approved from the original Fiscal Year 2010-11 Area Plan Budget.

**Federal OTO Funds**

There are five sources of federal OTO funds included in the Area Plan Budget Display:

- (1) \$5,499,095 in unexpended federal funds carried over from FY 2009-10 were reallocated to the Area Agencies on Aging (AAA); AAAs were allowed to retain up to five percent of their previous

year's unexpended allocation by program, while remaining funds were redistributed based on the Intrastate Funding Formula (IFF) and the Ombudsman Funding Formula (OFF).

- (2) \$610,278 in supplemental federal grant funds received in federal FY 2009-10 were allocated in accordance with the IFF and OFF.
- (3) \$6,532,035 in unallocated grant reconciliation federal funds were allocated in accordance with the IFF and OFF.
- (4) \$34,159 in recovered funds from audit determinations were allocated in accordance with the IFF.
- (5) \$561,713 in unallocated Nutrition Services Incentive Program (NSIP) grant reconciliation federal funds were allocated based on certified meal count data.

**Total Allocation**

Total Title III/VII federal funds available for allocation to AAAs in Amendment #2 are:

Program:	
Supportive Services (III B)	\$2,531,296
Ombudsman (III B)	\$ 57,446
Congregate Nutrition (III C-1)	\$5,881,518
Home Delivered Nutrition (III C-2)	\$1,973,576
Preventive Health (III D)	\$ 224,687
Family Caregiver Support (III E)	\$1,827,940
Ombudsman (VII A)	\$ 127,179
Elder Abuse (VII B)	\$ 51,925
NSIP (III C-1)	\$ 239,771
NSIP (III C-2)	\$ 321,942

Total Title III/VII Allocated in Amendment #2                    \$13,237,280

**Use of OTO Funds**

The California Department of Aging (CDA) amended the California Code of Regulations (CCR), Title 22, Section 7314 regarding the use of federal OTO funds. The amendment removed the prohibition against using OTO to increase baseline services and took effect on January 20, 2010. Accordingly, the One-Time-Only Request form (CDA 1031), was amended to include baseline services as an allowable use of OTO funds. A copy of the revised form, for use when making OTO requests, is available on the CDA website at [www.aging.ca.gov](http://www.aging.ca.gov). A signed CDA 1031 showing the status of project requests will be returned to AAAs.

As a reminder:

- OTO funds must be used in the program in which they were incurred and are not transferable to another program.

- OTO purchases must be for allowable program costs.
- A subcontractor receiving OTO funds should have an existing contract with the AAA for the same program from which the OTO funds accrued. Awarding OTO funds to a new subcontractor requires completion of an RFP process.
- OTO funding will not be available until the revised Area Plan Budget form (CDA 122) is approved and the Area Plan Contract Amendment #2 is executed.

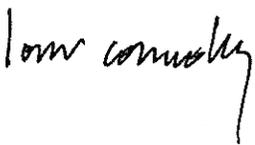
If you have questions on whether or not a particular cost is allowable, please call your respective program or fiscal analyst for guidance.

### **Budget Revision**

PM 10-07(P), dated March 30, 2010, released the new Service Categories and Data Dictionary that became effective July 1, 2010. The Data Dictionary replaced the now obsolete Division 4000 document. AAAs must use the new Data Dictionary service categories when submitting their revised Area Plan Budget.

The FY 2010-11 CDA 122 includes the new service categories and is available on the CDA website at [www.aging.ca.gov](http://www.aging.ca.gov). A CDA 122 that incorporates the amounts specified in the Area Plan Budget Display and corresponding CDA 1031s, and accounts for all OTO funds, **must be submitted electronically to your assigned AAA-Based Team Fiscal Specialist no later than 30 days from the date of this Program Memo.**

Note: The table on the following page lists United States Department of Health and Human Services, Administration on Aging award information for this contract in compliance with federal reporting requirements.



Lora Connolly  
Acting Director

Attachment – (Contract package will be mailed to the Agency Contract Representative.)

<b>CFDA Number</b>	<b>Title</b>	<b>Award Number &amp; Year</b>	<b>Award Name</b>
93.041	Title VII: Elder Abuse Prevention	2010 10AACAT7SP, 2011 11AACAT7SP	Older Americans Act Title VII- Allotments for Vulnerable Elder Rights Protection Activities
93.042	Title VII: Ombudsman	2010 10AACAT7SP, 2011 11AACAT7SP	Older Americans Act Title VII- Allotments for Vulnerable Elder Rights Protection Activities
93.043	IIID: Preventive Health	2010 10AACAT3SP, 2011 11AACAT3SP	Older Americans Act Title III- Grants for State & Community Programs on Aging
93.044	IIIB: Supportive Services	2010 10AACAT3SP, 2011 11AACAT3SP	Older Americans Act Title III- Grants for State & Community Programs on Aging
93.045	IIIC1: Congregate Meals	2010 10AACAT3SP, 2011 11AACAT3SP	Older Americans Act Title III- Grants for State & Community Programs on Aging
93.045	IIIC2: Home-Delivered Meals	2010 10AACAT3SP, 2011 11AACAT3SP	Older Americans Act Title III- Grants for State & Community Programs on Aging
93.052	IIIE: NFCSP	2010 10AACAT3SP, 2011 11AACAT3SP	Older Americans Act Title III- Grants for State & Community Programs on Aging
93.053	Nutrition Services Incentive Program	2010 10AACANSIP, 2011 11AACANSIP	Older Americans Act Section 311- Nutrition Services Incentive Program