

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors	NO.: PM 14- 05 (P)
SUBJECT: Area Plan A9 Contract Amendment #1	DATE ISSUED: March 7, 2014
	EXPIRES: June 30, 2014
REFERENCES:	SUPERSEDES: PM 13-06 (P)
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 checked="" type="checkbox"/> Title VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: NSIP

Purpose

The purpose of this Program Memo (PM) is to transmit A9 Contract Amendment #1 for the State Fiscal Year (SFY) 2013-14 A9 Contract. Specific information on the amended contracts and budget displays is provided below.

Allocation Information

The attached SFY 2013-14 A9 Contract Amendment #1 allocations include the following:

- Reallocation of unexpended SFY 2012-13 and 2013-14 A3 federal funds
- Partial restoration of pre-Sequestration federal Nutrition funding
- Rollover of your unspent State funds from the SFY 2013-14 A3 Contract
- Federal Fiscal Year (FFY) 2013 supplemental OTO funding
- Processed transfer requests

OTO funds were allocated to each AAA based on its Intrastate Funding Formula Factors.

Budget Display

Copies of your A9 Contract Amendment #1 Budget Display are posted on the California Department of Aging (CDA) website:

http://www.cda.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/

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Budget Submission, Instructions and Due Date

AAAs must submit their A9 Contract Amendment #1 Area Plan Budget Template by incorporating the amounts from the corresponding Budget Display.

- The OTO funds allocated in the Amendment must be used for baseline purposes.
- No OTO (CDA 1031) forms are required.
- Transfers requested can be included in the Area Plan Budget Template.

Due Date: The Area Plan Budget Template is due to CDA no later than 30 days from the date of this Program Memo.

Reporting Expenditures and Requests for Funds

Each month, electronically submit your Area Plan Monthly Expenditure Report and Request for Funds monthly to your assigned Fiscal Team Specialist.

A9 Closeout

AAAs must submit an A9 Contract Closeout by July 30, 2014, for the period of October 1, 2014 through June 30, 2014 in order to receive your federal OTO funding.

- Per federal guidelines, all federal funds must be reallocated no later than September 30, 2014.
- The following funds will not be reallocated into your AP Contract for SFY 20014-15
 - Unexpended State funds (General Fund, Skilled Nursing Quality and Accountability, Special Deposit, etc.).
 - Special Nutrition funds will not be reallocated into your Area Plan contract for SFY 2014-2015.

NOTE: Those AAAs that are unable to meet the A9 Closeout deadline of July 30, 2014, will not receive reallocated OTO in their SFY 2014-15 Contract.

Contract Packages

CDA will mail an amended contract package (A9 Amendment #1) to each AAA's Contract Representative.

CDA will not process A9 Contract Amendment #1 payments until the amended contract is fully executed and the revised budget is approved by CDA.

Questions

- For fiscal inquiries, contact your assigned CDA Fiscal Team Specialist.
- For programmatic inquiries, contact your assigned CDA Program Specialist.

Attachments

- Area Plan A9 Contract Amendment #1 Budget Displays are available for downloading from the CDA website at:
http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/
 - The Area Plan Budget Template and Instructions are available for downloading from the CDA website at:
http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents
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Lora Connolly
Director