

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors		NO.: PM 15 - 12 (P)
SUBJECT: Area Plan Contract Amendment #2		DATE ISSUED: September 30, 2015
		EXPIRES: June 30, 2016
REFERENCES: Older Americans Act, § 712, Older Californians Act, § 9700		SUPERSEDES: PM 15 -11 (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, Public Health Licensing and Certification Program Fund	

Purpose

The purpose of this Program Memo (PM) is to transmit Area Plan (AP) Contract Amendment #2 for the State Fiscal Year (SFY) 2015-16. Specific information on the amended contract and budget display is provided below.

Allocation Information

The California Department of Aging (CDA) allocated the following in Amendment #2:

- Unexpended Funds - Up to five percent of each AAA's prior year unexpended baseline funding (carryover) back to the original AAA. CDA redistributed amounts that exceeded the five percent baseline allocation across all AAAs utilizing the factors from the original contract.
- Federal Grant Reconciliation – The difference between the estimated federal grant funds that were allocated in your original contract compared to the actual final federal grant award. CDA allocated reconciled federal funds to all AAAs using the appropriate Intrastate Funding Formula, Ombudsman and Nutrition Services Incentive Program factors.

Budget Display

The Budget Displays for Amendment #2 reflect AAA initial transfers. In addition, they contain a correction to the funding source for the new Ombudsman Program funding that was distributed with Amendment #1. The baseline increase previously identified from the Skilled Nursing Facility Quality and Accountability Fund (SNFQAF) should have been from the Public Health Licensing and Certification Program Fund.

Copies of your AP Contract Amendment #2 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 AP Contract Amendment #2 Area Plan Budget Template by incorporating the amounts from the corresponding Budget Display.

- There are no restrictions on the use of carry-over (OTO) funds; however, if OTO funds are used for equipment, home and community based projects, or innovative pilot projects, a CDA 1031 form must be submitted.
- The CDA 1031 is available for downloading at:
http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/

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

Reporting Expenditures And Requests for Funds

CDA will not process any Amendment #2 payments until:

- The AP Contract, Amendment #1, and Amendment #2 Budgets are approved.
- The AP Contract, Amendment #1, and Amendment#2 are fully executed.

Please remember to identify the correct project number along with your amounts requested on the Supplemental CDA 151 Request for Funds.

Contract Packages

CDA will mail the Amendment #2 contract package to each AAA's Contract Representative.

Questions

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

- AP Contract Amendment #2 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