

CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200

SACRAMENTO, CA 95834-1992

Internet Home Page: www.aging.ca.gov

TDD Only 1-800-735-2929

FAX Only (916) 928-2267

Phone Number (916) 419-7500

**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 17-09
SUBJECT: Area Plan Contract AP-1718, Amendment #1 Budget and Reporting Information		DATE ISSUED: September 25, 2017
		EXPIRES: June 30, 2018
REFERENCES:		SUPERSEDES: PM 17-04
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

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2017 - June 30, 2018 State Fiscal Year (SFY) 2017-18 Area Plan (AP) contract (AP-1718), Amendment #1.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

Funding

CDA is amending the contract to reflect the following:

- A reallocation of \$4,586,720 in unspent One-Time-Only (OTO) federal funds carried over from SFY 2016-17 to SFY 2017-18
- An additional allocation of \$1,446,630 in reconciled federal Title III, Title VII and Nutrition Services Incentive Program (NSIP) funds for Federal Fiscal Year (FFY) 2017
- An additional allocation of \$178,212 in supplemental federal Title III, Title VII and NSIP grant funds for FFY 2017
- An additional allocation of \$1,000,000 in State Health Facilities Citation Penalties Account funding for the Ombudsman Program
- AAA Transfers requested for the FFY 2017 period of July 1, 2017-September 30, 2017

Continued on next page

Allocation Methodology

To determine each AAA's AP allocations, CDA used the methodology described in the AP-1718 Amendment #1 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website. This document provides a description of the allocation methodology for AP funding.

Request for Funds and Expenditure Reports

To request funds, AAAs must use the Area Plan Workbook found under the Area Plan Documents section on the [Fiscal Forms and Documents page](#) of CDA's website. The Area Plan Workbook contains the following three forms:

- Summary Request for Funds or Reimbursement Supplemental Report (CDA 151)
- NSIP Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 189)
- Ombudsman PHLCPF, SHFCPA & SNFQAF Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 300)

For guidance on reporting expenditures, refer to the Area Plan Workbook Instructions found under the Area Plan Documents section on the [Fiscal Forms and Documents page](#) of CDA's website. The Area Plan Workbook Instructions document contains the following three forms:

- Summary Request for Funds or Reimbursement Supplemental Report (CDA 151i)
- NSIP Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 189i)
- Ombudsman PHLCPF, SHFCPA & SNFQAF Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 300i)

CDA will not process payments for these reallocated funds until the AAA's amended Area Plan Budget (CDA 122) is approved and the Contract Amendment is fully executed. The Area Plan Budget (CDA 122) can be found under the Area Plan Documents section on the [Fiscal Forms and Documents page](#) of CDA's website.

Deadlines

AAAs must submit the Area Plan Budget (CDA 122) as soon as possible, but no later than 30 days from the date of this PM.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
 - Closeout Reports
-

Continued on next page

**Contract
Language
Updates**

All contract language updates are identified on the Contract Summary of Changes for Area Plan Amendment 1 AP-1718-A1 found on the [Area Agencies on Aging-Contract Summaries of Changes page](#) on CDA's website.

Inquiries

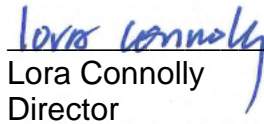
For programmatic inquiries, contact your assigned CDA AP Specialist.

For fiscal and data inquiries, contact your assigned CDA Program Fiscal Team Specialist.

For payment inquiries, contact the CDA Accounting Team at CDA.Accounting@aging.ca.gov.

**Director's
Message**

We appreciate your ongoing dedication and commitment to serving older adults, family caregivers, and residents in long term care facilities throughout the State and look forward to our continued partnership with you in providing these important programs and services.



Lora Connolly
Director