

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors		NO.: PM 14-12 (P)
SUBJECT: <b>SNAP-Ed</b> <b>SNAP-Ed Contract and Budget Display State Fiscal Year 2014-15</b>		DATE ISSUED: <b>August 12, 2014</b>
		EXPIRES: <b>June 30, 2015</b>
REFERENCES:		SUPERSEDES: N/A
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: SNAP-Ed	

## Purpose

The purpose of this Program Memo (PM) is to transmit to participating Area Agencies on Aging (AAA) the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Contract and Budget Displays for State Fiscal Year (SFY) 2014-15.

## Allocation Information

The California Department of Aging (CDA) will allocate \$2.5 million in SNAP-Ed funds to 20 AAAs to provide SNAP-Ed in SFY 2014-2015. This PM includes your Contract Agreement and Budget Display for July 1, 2014 through June 30, 2015.

The SNAP-Ed allocation methodology uses the Intrastate Funding Formula to distribute these funds. This formula is located on CDA's website at: [http://www.aging.ca.gov/Data\\_and\\_Statistics/Docs/2014/2014\\_Population\\_Demographic\\_Projections\\_For\\_Web\\_05-2014.pdf](http://www.aging.ca.gov/Data_and_Statistics/Docs/2014/2014_Population_Demographic_Projections_For_Web_05-2014.pdf)

The allocation methodology is based on the following:

- Each participating AAA receives a \$20,000 base allocation.
- Three factors are used to distribute SNAP-Ed funds to each participating AAA. Each factor is assigned a percentage weight:
  - The number of Medi-Cal eligible individuals age 60 and over in the county (50%).
  - The number of unduplicated Older Americans Act nutrition program participants in the county (35%).
  - The number of individuals age 60 and over living in geographic isolation in the county (15%).

**Budget  
Submission  
Instructions  
and  
Due Dates**

AAAs must submit their original SNAP-Ed Budget Form (CDA 2000) for SFY 2014-15 as follows:

- Obtain the SNAP-Ed Budget Form (CDA 2000) from the CDA website at: [http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal\\_Form\\_Documents/](http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/)
- Incorporate the amounts shown in your Budget Display (attached) on your SNAP-Ed Budget Form (CDA 2000).
- Submit your original SNAP-Ed Budget as soon as possible, but no later than 30 calendar days from the date of this PM, to the SNAP-Ed Fiscal email box at: [SNAP-Ed.Fiscal@aging.ca.gov](mailto:SNAP-Ed.Fiscal@aging.ca.gov).

**Requests for  
Funds and  
Expenditure  
Reporting**

SNAP-Ed funds are distributed to AAAs on a reimbursement basis. AAAs requesting SNAP-Ed advances must demonstrate the need by initially submitting a cash flow analysis.

AAAs must prepare and electronically submit a monthly SNAP-Ed Report of Expenditures/Request for Funds to [SNAP-Ed.Fiscal@aging.ca.gov](mailto:SNAP-Ed.Fiscal@aging.ca.gov) on the last business day of the month or as directed by CDA.

- The SNAP-Ed Request for Funds Form (CDA 2001) is located on CDA's website at: [http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal\\_Form\\_Documents/](http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/)

CDA will not process any SNAP-Ed Contract payments until your contract is fully executed and your SNAP-Ed Project Synopsis, Work Plan, and SNAP-Ed Budget are approved.

**Closeout/  
Federal  
Fiscal Year  
Expenditure**

The SNAP-Ed grant requires one closeout and one final expenditure report.

- The SFY closeout is due no later than July 30, 2015.
- The federal fiscal year (FFY) expenditure report is final and due no later than October 30, 2014.

CDA will send further closeout and expenditure reporting instructions at a later date.

**Fiscal  
Inquiries**

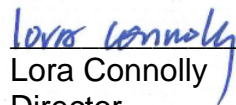
Please contact your CDA SNAP-Ed Analyst with questions at: [SNAP-Ed.data@aging.ca.gov](mailto:SNAP-Ed.data@aging.ca.gov)

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**Attachments** CDA will mail the Contract and Budget Display to each participating AAA's Contract Representative. The SFY 2014-15 SNAP-Ed Budget Display and Statewide Summary are posted to CDA's website at:

- SNAP-Ed SFY 2014-15 Contracts and Budget Displays.  
[http://aging.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)

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Lora Connolly  
Director