

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

<b>TO: Area Agencies on Aging Directors</b>		<b>NO.: PM 14-11 (P)</b>
<b>SUBJECT:</b>		<b>DATE ISSUED: July 7, 2014</b>
<b>Area Plan - Contracts, Budget Displays, and Budget Instructions SFY 2014-15</b>		<b>EXPIRES: June 30, 2015</b>
<b>REFERENCES:</b>		<b>SUPERSEDES: PM 13-06 (P)</b>
<b>PROGRAMS AFFECTED:</b>	<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 your Area Plan (AP) contracts and Budget Displays for State Fiscal Year (SFY) 2014-15. The California Department of Aging (CDA) transmitted the final Budget Displays via e-mail on May 9, 2014.

**Allocation Information**

To determine each Area Agency on Aging's (AAA) Title III/VII allocation, CDA used the methodology described below.

**Federal Title III/VII Funding**

To allocate federal funds, CDA:

- Used population factors consistent with federal requirements.
- Used the best available data to determine each Planning and Service Area's (PSA) relative proportion of persons with characteristics corresponding to each population factor.
- Used the following data sources to determine number of persons statewide and in each PSA with characteristics corresponding to each population factor:

<b>Population Factors</b>	<b>Data Source</b>
Non-Minority 60+	2010 Census - Department of Finance Projections, 2013
Minority 60+	2010 Census - Department of Finance Projections, 2013
Low Income	2010 Census
Geographic Isolation	2010 Census
Medi-Cal eligible	Department of Health Care Services, 2013

Continued on next page

**Allocation Information,**  
*continued*

**State Funding**

To allocate State Title III General Fund (GF), CDA:

- First, allocated GF to match designated federal funds as mandated by federal regulations, and
- Second, allocated the remaining GF for Maintenance of Effort to bring AAAs to a funding level consistent with the previous year’s total allocation for selected funds. CDA makes this Maintenance of Effort adjustment to the degree possible with available funds per Welfare and Institutions (W&I) Code Section 9112( c).

**Ombudsman Federal Funding**

To allocate federal funds for the Ombudsman Program, CDA:

- Allocated each AAA with \$35,000 in baseline funding, *unless*
  - The number of long-term care facility beds (i.e., skilled nursing facility, intermediate care facility, and residential care facility) in its PSA is below 500 beds, *and*
  - The number of long-term care facilities is fewer than 10;
  - AAAs that fell below this threshold received a lower baseline allocation.
- Allocated the balance of federal funds pursuant to W & I Code Section 9179.5 using the following factors:

<b>Factor</b>	<b>Percentage</b>
Number of Long-Term Care Facilities	50 percent
Number of Long-Term Care Beds	40 percent
Square Miles in PSA	10 percent

This formula proportionally weights data on each PSA’s number of facilities, facility beds, and square miles.

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**Budget Display**

The new AP Budget Display format enables AAAs to specify in which Federal Fiscal Year (FFY) they will spend their funds when reporting SFY 2014-15 numbers to CDA.

AP Budget Display, Page 1 corresponds to FFY 2014 federal funds (3 months) and SFY 2014-15 State funds (3 months).

- These funds are available from July 1, 2014 through June 30, 2015.
- AAAs must spend all of funding shown on this page of the Budget Display during the contract period.
- These funds will not carry over into SFY 2015-16.

AP Budget Display, Page 2 corresponds to FFY 2015 federal funds (9 months) and SFY 2014-14 State funds (9 months).

- AAAs will receive these funds after October 1, 2014, which is the beginning of FFY 2015.

AP Budget Display, Page 3 shows how FFY 2014 funds (3 months) and FFY 2015 funds (9 months) were combined with SFY 2014-15 funds (12 months).

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**Budget Submission Instructions & Due Date**

AAAs must submit one Original Area Plan Budget for SFY 2014-15, incorporating the amounts shown in their corresponding Budget Display.

Transfer requests must correspond to the funding shown on Budget Display Page 2 for the period beginning October 1, 2014. Transfer requests from Budget Display Page 1 will require a Supplemental Request Form [AP Budget Form CDA 122 (T) Page 13].

Area Plan Budgets were due to each AAA's assigned CDA Fiscal Analyst on June 20, 2014.

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**Request for Funds and Expenditure Reporting**

When submitting an Area Plan contract Request for Funds, a project code must be included in your Supplemental Report (CDA 151) to identify each funding source, as shown on your Budget Display.

- FFY 2014 federal funds are available during the first three months of your Area Plan Contract, as shown on your Budget Display Page 1.
- FFY 2015 federal funds are available beginning October 1, 2014, as shown on Budget Display Page 2.
- CDA will not process any SFY 2014-15 Area Plan Contract payments until your Original Area Plan Budget is approved and your contract fully executed.

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**2013-14 Closeouts and Carry Over** AAAs wishing to carry over unspent federal funds from their SYF 2013-14 Area Plan A9 Contract into their SFY 2014-15 Area Plan contract must submit a closeout by July 30, 2014.

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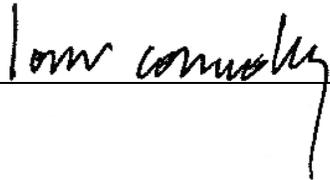
**Fiscal Inquires** Please contact your assigned CDA AAA Fiscal Team Analyst if you have questions.

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**Attachment** The SFY 2014-15 Area Plan Budget Display(s) and Statewide Summary were sent via e-mail to AAA Fiscal Officers on May 9, 2014, and were posted to CDA's website at:

[http://www.aging.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)

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Lora Connolly  
Director