

**CALIFORNIA DEPARTMENT OF AGING****Division of Administrative Services**

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**CONTRACT RELEASE MEMO**

To: Area Agencies on Aging (AAAs)

CM No: 21-12

SUBJECT: Area Plan Amendment #2 (AP-2122) Budget and Reporting Information

ISSUE DATE: October 18, 2021

CONTRACT TERM: July 1, 2021 through September 30, 2022

SUPERSEDES: **CM 21-02**

PROGRAM AFFECTED: OLDER AMERICANS ACT TITLE IIIB, IIIC2; TITLE VII Ombudsman, and Social Security Act Title XX Elder Justice

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**Purpose:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2021-22 Area Plan (AP) Amendment #2 Contract (AP-2122).

Please refer to your original contract email for all contract-related documents, including Budget Displays and Local Assistance Checklist (CDA 9007A).

**Funding:**

The total AP Amendment #2 contract funding amount is \$17,325,879. The funding amount was based on the federal Notice of Award amount from Administration for Community Living (ACL) for California's Older Americans Act Title III, Title VII, and Title XX Elder Justice funding for COVID-19 response activities. Specifically, this amendment includes:

- New COVID-19 Consolidated Appropriations Act, Title III C-2 Home Delivered Meal funding in the amount of \$16,644,720.
- New COVID-19 Social Security Act Title XX Elder Justice funding in the amount of \$417,159. This funding is intended to support existing efforts by the Long-Term Care Ombudsman Program.
- New Robotic Companion Pet Project funding in the amount of \$210,000. This funding is intended to support the digital pet project for residents in licensed long-term care facilities.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for AP-2122 Am #2 until the AAA's contract is fully executed. Budgets are not required with this funding. CDA reserves the right to work with individual partners with low expenditure rates on spend plans.

Upon execution of AP-2122 Am #2, CDA will issue one disbursement of all AP-2122 Am #2 funding. AAAs are required to submit monthly expenditure reports for all FY 2021-22 Area Plan funding. Consolidated Appropriations Act, Title XX Elder Justice, Robotic Companion Pets Project – Ombudsman, and regular OAA funds all have their own separate and distinct reporting forms. These forms can be found under the Area Plan Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

**Deadlines:**

Monthly Expenditure Reports are due 30 days after the last day of each month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

**Contract Language Updates:**

New Terms and Conditions related to COVID-19 Consolidated Appropriations Act funding, Social Security Act Title XX Elder Justice funding and New Robotic Companion Pet Project funding will be found in new Exhibit F of this agreement.

**Inquiries:**

For any financial inquiries, please email the CDA Local Finance Bureau (previously the Program Fiscal Team) at: [finance@aging.ca.gov](mailto:finance@aging.ca.gov).

For any payment inquiries, please email the CDA Accounting Management Bureau at: [CDA.Accounting@aging.ca.gov](mailto:CDA.Accounting@aging.ca.gov).

For any contract/amendment execution related inquiries, please email the CDA Business Management Bureau at: [BMBContractAnalyst@aging.ca.gov](mailto:BMBContractAnalyst@aging.ca.gov).

Thank you,

/s/

Thomas D. Cameron, Deputy Director  
Division of Administrative Services  
California Department of Aging

cc: Michelle Davis, Chief, Older Americans Act Branch, Division of Home and Community Living  
Lana Reynolds, Nutrition and Wellness Bureau, Division of Home and Community Living  
Nicole Shimosaka, Chief, Financial Management Branch, Division of Administrative Services  
Local Finance Bureau-FMB, Division of Administrative Services  
Accounting Management Bureau-FMB, Division of Administrative Services  
Business Management Bureau-BMB, Division of Administrative Services