

CALIFORNIA DEPARTMENT OF AGING

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**CONTRACT RELEASE
MEMO**

To: Area Agencies on Aging (AAAs)
CM No: 24-01
SUBJECT: HICAP Contract (HI-2425) Budget and Reporting Information
ISSUE: January 19, 2024
CONTRACT TERM: April 1, 2024, through March 31, 2025
SUPERSEDES: CM 23-16
PROGRAM AFFECTED: HEALTH INSURANCE COUNSELING and ADVOCACY PROGRAM (HICAP)

PURPOSE:

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2024-25 HICAP Contract (HI-2425).

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

FUNDING:

The total HICAP contract funding amount is \$11,420,535. HICAP funding is based on past year funding from the State HICAP Fund, the California Department of Insurance (CDI) Reimbursements Fund, and the 2024 State Health Insurance Assistance Program (SHIP) federal grant funds. Exclusive to contract HI-2425, there is an increased additional State HICAP Fund allocation that provides each local HICAP with the funding to maintain the equivalent of at least 1.0 full-time Volunteer Coordinator.

The contract funding will be adjusted as necessary through a contract amendment as actual funding information becomes available.

Request for Funds and Expenditure Reports:

CDA will not process payments for the HI-2425 until the AAA's HICAP Budget (CDA 229) and Work Plan (CDA 6049) is approved, and the contract is fully executed.

Please use the Local Finance Reporting System (LoFRS) to report monthly expenditures. Disbursements will be based on monthly expenditure reports.

Deadlines:

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

the contract.

Contract Language Updates:

The Contract Summary of Changes (SOC) will be included in your contract package email.

Inquiries:

For programmatic and/or data inquiries, please email the CDA HICAP Team at:

CDA.HICAP.TEAM@aging.ca.gov

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

For any payment inquiries, please email the CDA Accounting Management Bureau at: Accounting.LA@aging.ca.gov.

For any contract related inquiries, please email the CDA Business Management Bureau at: BMBSubvention@aging.ca.gov.

Thank you,

Andrew Sachs

Andrew Sachs, Assistant Deputy Director
Office of Finance & Administrative Operations
California Department of Aging

cc: Health Insurance Counseling and Advocacy Program Bureau, Person Centered Navigation Branch, Division of Home and Community Living;
Local Finance Bureau, Office of Finance & Administration Operations Branch, Division of Administrative Services;
Accounting Management Bureau, Office of Finance & Administration Operations Branch, Division of Administrative Services;
Business Management Bureau, Office of Finance & Administration Operations Branch, Division of Administrative Services