

**CALIFORNIA DEPARTMENT OF AGING**

1300 National Drive, Suite 200  
Sacramento, CA 95834  
www.aging.ca.gov  
TEL 916-419-7500  
FAX 916-928-2267  
TTY1-800-735-2929



# PROGRAM MEMO

**TO:** Area Agencies on Aging

**NO:PM 21-05**

**DATE ISSUED:** February 5, 2021

**SUBJECT:** Area Plan Contract (AP-2021) Amendment #1 Budget and Reporting Information

**EXPIRES:** June 30, 2021

**PROGRAMS AFFECTED:** Title IIIB, Title III-C1, Title III-C2, Title IIID, Title IIIE, Title VII, and State Health Facilities Citation Penalties Account, Special Deposit Fund.

**SUPERSEDES:** N/A

## Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your Area Plan (AP) Contract AP-2021, Amendment #1.

Please refer to the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website for Budget Displays and Program Memos. Please refer to your contract email for all other contract-related documents, including the Local Assistance Checklist (CDA 9007).

## Funding

CDA is amending the contract to reflect a reallocation of unspent One-Time-Only (OTO) federal funds carried over from State Fiscal Year (SFY) 2019-20 to SFY 2020-21, additional funding due to Federal Fiscal Year (FFY) 2020 supplemental and reallocation grants, reconciliation of grant funding for FFY 2020, and transfers requested for the July 1, 2020 through June 30, 2021 period which is based on the AP Original Budget.

In addition, this amendment allocates an increase of \$1,000,000 in State Health Facilities Citation Penalties Account, Special Deposit Fund (SHFCPA) to the local Long-Term Care (LTC) Ombudsman programs. SHFCPA funding for the next fiscal year is contingent upon the determination by Department of Finance if there will be any amount available for the 2021-22 SFY.

## Allocation Methodology

The AP Allocation Methodology document can be found on the AAA page of the CDA website.

## Transfers

California has been granted the Major Disaster Declaration (#DR-4482) under the Stafford Act. This allows AAAs maximum flexibility with all Title III funding. Section 310(c) permits states to use any portion of the funds made available under any, and all, sections of the Older Americans Act for disaster relief for older

individuals. In this regard, flexibility is provided for states – without the need for a separate application, transfer request, or request for a waiver -- to use existing allocations already made to them under Title III-B, C-1, C-2, D, and E for disaster relief. AAAs have discretion to spend any Title III funding on disaster relief and will not be required to submit transfers.

## **Request for Funds and Expenditure Reports**

To request funds, AAAs must use the Area Plan Request for Funds (CDA 150) form. To report expenditures, AAAs must use the California Aging Reporting System (CARS) and the Area Plan NSIP/Ombudsman Special Funds Expenditure Report (CDA 189). Both documents are found under the Area Plan Documents section of the Fiscal Forms and Documents page on CDA's website.

For guidance on requesting funds or reporting expenditures, refer to the Area Plan Request for Funds Instructions (CDA 150i) and the Area Plan NSIP/Ombudsman Special Funds Expenditure Report Instructions (CDA 189i).

- 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 the AP-2021 Amendment #1 contract until the AAA's program Budget and Work Plan are approved and the contract is fully executed.

Request for Funds and Expenditure Forms can be found under the Area Plan Documents section of the [Fiscal Forms and Documents page](#) on CDA's website.

## **Deadlines**

To execute this contract, AAAs must submit their Area Plan Budget (CDA 122) as soon as possible, but no later than 30 days from the date of this Program Memo. Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned as soon as possible, but no later than the contract start date.

Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

## **Contract Language Updates**

The Contract Summary of Changes can no longer be found on CDA's website. Please contact your assigned program analyst for all contract language updates included in the AP-2021 Amendment 1.

## **Inquiries**

For program inquiries, email: [AreaPlanPrograms@aging.ca.gov](mailto:AreaPlanPrograms@aging.ca.gov)

For Ombudsman program inquiries, email: [stateomb@aging.ca.gov](mailto:stateomb@aging.ca.gov)

For fiscal and data inquiries, email: [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov)

For payment inquiries, email: [CDA.Accounting@aging.ca.gov](mailto:CDA.Accounting@aging.ca.gov)

/S/

---

Irene Walela  
Deputy Director of Long-Term Care and  
Aging Services Division