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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 19-02	
SUBJECT:		DATE ISSUED: March 29, 2019	
Area Plan Contract (AP-1920) Budget and Reporting Information		EXPIRES: June 30, 2020	
REFERENCES:		SUPERSEDES:	
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> FA <input type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input type="checkbox"/> SNAP-Ed <input checked="" type="checkbox"/> Title III-E <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/SCSEP <input type="checkbox"/> Other:		

Purpose This Program Memo provides funding information and specifies reporting requirements for your Area Plan (AP) Contract AP-1920.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

Funding The total AP contract funding amount is \$163.4 million. The Title III, Title VII and Nutrition Services Incentive Program (NSIP) State Fiscal Year (SFY) 2019-20 allocations are based on the Federal Fiscal Year (FFY) 2019 grant award. All State funding is based on the proposed 2019-20 Governor's Budget. Any changes in funding amounts will be adjusted through a contract amendment if the federal grant award or the Enacted State Budget varies from these proposed amounts.

After completing the AP-1819 contract closeout process, CDA may issue a contract amendment to adjust funding allocated through this contract.

Allocation Methodology To determine each AAA's contract allocation, CDA used the methodology described in the AP-1920 Contract Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website.

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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 \(CDA 189\)](#) form. 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 \(CDA 189i\)](#).

CDA will not process payments for the AP-1819 contract until the AAA's Area Plan has been received, budget is approved and the contract is fully executed. The [Area Plan Budget \(CDA 122\)](#) form can be found under the Area Plan Documents section on the Fiscal Forms and Documents page of 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

All contract language updates are identified in the AP-1920 Contract Summary of Changes document found on the [Area Agencies on Aging – Contract Summaries of Changes page](#) on CDA's website.

Inquiries

For program inquiries, email: AreaPlanPrograms@aging.ca.gov.

For Ombudsman program inquiries, email: stateomb@aging.ca.gov.

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.



Frances Mueller
Acting Director