

CALIFORNIA DEPARTMENT OF AGING
Division of Administrative Services

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**FUNDING RELEASE MEMO**

To: Area Agencies on Aging (AAAs)
FRM No: 24-01
Issue Date: March 22, 2024
Subject: Area Plan and Title V Funding Allocations, Budget and Reporting Information
Funding Period: July 1, 2024 through June 30, 2025
Supersedes: N/A
Programs Affected: Older Americans Act: Titles III-B, III-C, III-D, III-E, V, and VII

Purpose:

This Funding Release Memo (FRM) provides funding information and specific reporting requirements for Area Plan and Title V: Senior Community Service Employment Program (SCSEP) for State Fiscal Year (FY) 2024-25.

Additionally, Budget Displays, Program Guidelines, and Allocation Methodology documents can be found on the [CDA website](#).

Area Plan Information:**Funding**

The total Area Plan funding amount is \$243.9 million. Federal allocations are based on the Federal Fiscal Year (FFY) 2023 grant Notice of Awards and State allocations are based on the 2024-25 Governor's Budget. Once the Notice of Awards for FFY 2024 are released, any potential changes to funding amounts will be adjusted through the allocation revision process. Additionally, NSIP allocations were calculated using the Total Meal Count for FY 2022-23,

including Older Americans Act (OAA), American Rescue Plan (ARP), and Older Adults Recovery and Resilience (OARR)-funded meals.

Request for Funds and Expenditure Reports

CDA is able to process payments for AP-2425 once the AAA’s MOU is fully executed. To execute this MOU, AAAs must submit their Area Plan Budget form (CDA 122) as soon as possible but no later than 30 days from the date of this Funding Release Memo to finance@aging.ca.gov. In addition, all necessary documents to execute the MOU must be submitted to our Business Management Bureau.

The AAA shall prepare and submit a monthly expenditure report in the Local Finance Reporting System (LoFRS) no later than the last business day of each month or as specified by CDA. The report shall include all costs and funding sources for the month prior.

Payments will be made to reimburse expenditures reported unless AAA pre-selects an advance-funding method and provides a justification explaining the need for an advance on the budget form at the beginning of each new funding term, as referenced on the budget display.

Please reference the program guide for specifics on funding, fiscal provisions, and program-specific funding requirements.

Title V Information:

Funding

The total Title V SCSEP funding amount is approximately \$4.8 million. Federal allocations and number of Authorized Slots are currently based on the FY 2023 federal Notice of Award from the U. S. Department of Labor. Once the final Notice of Award for FY 2024 is released (typically in August of each year), CDA will adjust accordingly through the allocation revision process.

Request for Funds and Expenditure Reports

CDA is able to process payments for TV-2425 once the AAA’s MOU is fully executed. To execute this MOU, AAAs must submit their Title V Budget form (CDA 35) as soon as possible but no later than 30 days from the date of this Funding Release Memo to finance@aging.ca.gov. In addition, all necessary documents to execute the MOU must be submitted to our Business Management Bureau.

The AAA shall prepare and submit a monthly expenditure report in LoFRS no later than the last business day of each month or as specified by CDA. The report shall include all costs and funding sources for the month prior.

Payments will be made to reimburse expenditures reported unless AAA pre-selects an advance-funding method and provides a justification explaining the need for an advance on the budget form at the beginning of each new funding term, as referenced on the budget display.

Please reference the program guide for specifics on funding, fiscal provisions, and program-specific funding requirements.

Inquiries:

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

For Title III-C or III-D program inquiries, email:
CDANutritionandHealthPromotion@aging.ca.gov

For Title III-B program inquiries, email: CDASupportiveServices@aging.ca.gov

For Title III-E program inquiries, email: CDAFamilyCaregiver@aging.ca.gov

For Title V program inquiries, email: TitleV.SCSEPUnt@Aging.ca.gov

For data inquiries, email: DataTeam.Reports@aging.ca.gov

For fiscal inquiries, email: Finance@aging.ca.gov

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

For MOU or Program Guideline inquiries, email: BMBSubvention@aging.ca.gov

Andrew Sachs

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

cc: Nutrition and Wellness Bureau, Division of Home and Community Living
Supportive Services Bureau, Division of Home and Community Living
Nakia Thierry EdD, Branch Chief, Older Adult Programs Branch, Division of Home and Community Living
Office of the State Long-Term Care Ombudsman
Local Finance Bureau, Division of Administrative Services
Accounting Management Bureau, Division of Administrative Services
Business Management Bureau, Division of Administrative Services
Budget Operations Bureau, Division of Administrative Services

Funding Release Memo Log

Funding Revision #	Revision Date	Purpose of Revision
2425-01	7/1/2024	Area Plan and Title V 2425 Initial Allocations

For more information about the MOU, please visit the [CDA website](#).