

**CALIFORNIA DEPARTMENT OF AGING**  
**Long-Term Care and Aging Services Division**  
1300 National Drive, Suite 200  
Sacramento, CA 95834  
www.aging.ca.gov  
TEL 916-419-7540  
FAX 916-928-2506  
TTY1-800-735-2929



# PROGRAM MEMO

**TO:** Area Agencies on Aging

**NO:** PM 20-01

**DATE ISSUED:** January 9, 2020

**SUBJECT:** Area Plan Contract (AP-1920) Amendment #2 Budget and Reporting Information

**EXPIRES:** June 30, 2020

**PROGRAMS AFFECTED:** Title IIIB, Title III-C1, Title III-C2, Title IIID, Title IIIE, Title VII, General Fund Nutrition Augmentation

**SUPERSEDES:** N/A

## **Purpose**

This Program Memo (PM) provides funding information and specifies reporting requirements for your Area Plan (AP) Contract AP-1920, Amendment #2.

Please contact your assigned program analyst for all contract-related documents, including Budget Displays and the Local Assistance Checklist (CDA 9007). These documents are no longer available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website.

## **Funding**

CDA is amending the contract to reflect a reallocation of unspent One-Time-Only (OTO) federal funds carried over from State Fiscal Year 2018-19 to State Fiscal Year 2019-20, additional funding due to Federal Fiscal Year 2019 supplemental and reallocation grants, transfers requested for the July 1, 2019 through September 30, 2019 period, and transfers requested for the October 1, 2019 through June 30, 2020 period. The transfer requests are based on the AP Original Budget. In addition, this amendment allocates the General Fund Nutrition augmentation.

## **Allocation Methodology**

The AP Allocation Methodology document can no longer be found on CDA's website. Please contact your assigned program analyst for the AP Allocation Methodology.

## **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-1920 Amendment #2 contract until the AAA's program Budget and Work Plan are approved and the contract is fully executed.

All contract-related fiscal forms, including the [Area Plan Budget \(CDA 122\)](#) and 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.

Final transfers for the period of October 1, 2019 through June 30, 2020 must be submitted no later than February 15, 2020.

## **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-1920 Amendment 2.

## **Inquires**

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