

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 17-04
SUBJECT:		DATE ISSUED: April 11, 2017
Area Plan Contract (AP-1718) and Budget and Reporting Information		EXPIRES: June 30, 2018
REFERENCES:		SUPERSEDES:
PROGRAMS AFFECTED:	<input type="checkbox"/> All <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 <input type="checkbox"/> HICAP <input type="checkbox"/> Other:	

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2017 - June 30, 2018 State Fiscal Year (SFY) 2017-18 Area Plan (AP) original contract (AP-1718).

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

Funding

The total AP contract funding amount is \$138.5 million. The Title III, VII and Nutrition Services Incentive Program (NSIP) SFY 2017-2018 allocations are based on the Federal Fiscal Year (FFY) 2015 grant award level. Currently, CDA has received a continuing resolution for the FFY 2016 through April which is also based on the FFY 2015 grant level. When the Title III, VII and NSIP final funding awards are received for FFY 2016 and 2017, any changes to the federal funding amounts will be adjusted through a contract amendment. In addition, all State funding is based on the proposed 2017-2018 Governor's Budget. The State funding amounts will be adjusted through a contract amendment if the Enacted Budget varies from the proposed amounts.

Allocation Methodology

To determine each AAA's AP allocations, CDA used the methodology described in the AP-1718 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website. This document provides a description of the allocation methodology for AP funding.

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Request for Funds and Expenditure Reports

To request funds, AAAs must use the [Area Plan Workbook](#), which contains the following three forms:

- Summary Request for Funds or Reimbursements Supplemental Report (CDA 151)
- NSIP Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 189)
- Ombudsman PHLCPF, SHFCPA & SNFQAF Monthly Expenditure Report and Request for Funds or Reimbursement (CDA 300)

For guidance on reporting expenditures, refer to the [Area Plan Workbook Instructions](#), which contains the following three forms:

- Summary Request for Funds or Reimbursements 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 SFY 2017-2018 until the AAA's original [Area Plan Budget \(CDA 122\)](#) is approved and the Contract is fully executed.

Deadlines

AAAs must submit the AP Budget (CDA 122) as soon as possible, but no later than 30 days from the date of this PM.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
- Closeout Reports

Contract Language Updates

All contract language updates are identified in the [SFY 2017-2018 AP Contract Summary of Changes \(CDA 9008\)](#). Use the "Reason for Change" column of this document to identify important contract language changes resulting from new or revised laws, policies, and regulations.

Inquiries

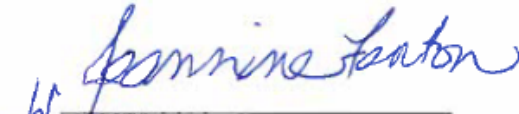
For programmatic inquiries, contact your assigned CDA AP Specialist.

For fiscal and data inquiries, contact your assigned CDA Fiscal Team Specialist.

For payment inquiries, contact CDA Accounting Team at cda.accounting@aging.ca.gov.

**Director's
Message**

Thank you for your ongoing dedication and commitment to serving older adults, family caregivers, and residents in long term care facilities throughout the State. We look forward to our continued partnership with you in providing these important programs and services.



Lora Connolly
Director