

CALIFORNIA DEPARTMENT OF AGING
Division of Home and Community Living

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PROGRAM MEMO

To: Area Agencies on Aging

No: PM 22-04 THIRD REVISION

DATE ISSUED: August 7, 2023

EXPIRES: December 31, 2024

PROGRAMS AFFECTED: Senior Nutrition Programs under the Mello-Granlund Older Californians Act

SUPERSEDES: PM 22-04 Second Revision issued November 7, 2022

SUBJECT: Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI) - **THIRD REVISION**

PURPOSE

This Program Memo (PM) outlines the process, methodology, and funding intent for the FY 2023-24 Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant Program (NI), Agreement numbers NI-2223-xx. The purpose of the revision is to specify that HCBS funds will be available through September 30, 2024 instead of December 31, 2023.

FUNDING INTENT

During Spring 2021, Meals on Wheels submitted an Advocacy Proposal to the Legislature, requesting \$40 million to support the capacity and infrastructure improvement grants for senior nutrition programs. The HCBS NI funding is the result of that proposal. HCBS NI will provide \$38 million to enhance, expand, and increase senior nutrition infrastructure in California. The intent of this funding opportunity is to fund capacity and infrastructure improvement grants for senior nutrition programs under the Mello-Granlund Older Californians Act. This grant opportunity shall prioritize purchasing, upgrading, or refurbishing infrastructure for the production and distribution of congregate or home-delivered meals, including but not limited to:

- Production-scale commercial kitchens. Examples include:
 - Commercial grade equipment such as ovens, stoves, steamers, mixer
- Warming, refrigeration, or freezer capacity and equipment. Examples include
 - Refrigerators and freezers, hot holding equipment, insulated food delivery bags, steam tables
- Food delivery vehicles. Examples include:
 - Cars/trucks/vans, temperature-controlled vehicles.
- Improvements and equipment to expand capacity for providers of meals. Examples include:
 - Food/meal packing equipment, dishwashers, 3-compartment sinks, prep tables, steam tables, salad bars
 - Refurbishments including repair or replacement of damaged and/or deteriorated flooring and/or repair of damaged wall surfaces in areas where food is prepared, packaged, stored, served, or areas where kitchenware are washed and stored. Examples include:
 - Installing new floor coverings or painting kitchen walls

Note: AAAs must verify flooring or painting is not covered under a building lease prior to requesting use of infrastructure funding for this purpose and the AAA must maintain documentation in case of monitoring or audit.

- o Energy efficient light fixtures in kitchen or congregate meal service areas
- o Installation costs (labor/materials) for allowable improvements and equipment
- o Furniture, including table and chairs, for congregate meal service areas
- Technological or data system infrastructure for monitoring client health outcomes.

Examples include:

- o Computing devices, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, and software programs for data entry and/or monitoring of client data and health outcomes.

This funding shall not be used to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. This includes any equipment that is permanently affixed to a building such as non-portable generators, walk-in refrigerators, and walk-in freezers.

PROPOSAL SUBMISSION

Each Area Agency on Aging (AAAs) shall offer an opportunity for subcontractors and nutrition providers to submit proposals within their Planning and Service Area (PSA). Request for Proposals are not required. AAAs shall create proposal narratives for nutrition subcontractors within their PSA.

Once the AAA has collected, reviewed and approved all proposals, the AAA will submit one consolidated proposal to the California Department of Aging. The AAAs should establish a timeline to receive proposals, such that the consolidated proposal is submitted to CDA at CDAEquipment@aging.ca.gov before or by June 30, 2022. The consolidated proposal to CDA shall include the following components:

- A narrative description of how the funding will be utilized including:
 - o An estimate of the outcomes as a result of the funding, such as anticipated increase in number of meals and/or clients served, increase in number of delivery routes, new areas to be served, improvements in equity within the PSA, etc.
 - o Explanation of how the equipment requested supports the proposal.
 - o Identification of energy efficient upgrades.
- A listing of all planned equipment expenditures by entity and the site receiving funding.
- Completion of [Equipment Request form](#) for all planned capital expenditures that are not included on the [Title IIIC Capital Expenditure Approved List](#), including all vehicles and technological or data system infrastructure expenses.
- For all planned repairs or replacement of damaged and/or deteriorated flooring and/or repair of damaged wall surfaces, include a description of the project, the entity and site, estimated costs, and verification that flooring and/or painting is not covered under a building lease.

AAAs shall consider the following prioritizations during the selection process such that investments under this grant program maximize long-term benefits to nutrition infrastructure:

- Currently contracted home-delivered and congregate meal programs
- Other home-delivered meal and congregate meal providers
- Local nonprofit and community-based organizations that provide nutrition programs to older adults based on local need and the capacity to provide expanded services

Priority shall also be given to proposals that include energy efficient upgrades. Examples include energy efficient kitchen equipment, lighting, and alternative fuel vehicles.

TIMELINE OF ACTIVITIES

The following is a timeline for implementation of the HCBS NI funding opportunity:

Program Memo released for AAAs to begin the proposal process with their subcontractors	March 15, 2022
Consolidated proposals due to CDA for review and approval	June 30, 2022
Contracts to be released to AAAs on a flow basis as CDA approves	July 30, 2022 – Sept 1, 2022.
Contracts to be returned to CDA for execution	No later than October 1, 2022
Funding ends	September 30, 2024

BUDGET DISPLAYS

The Budget Displays for the NI allocations reflect funding available between July 1, 2022, through September 30, 2024. AAAs can utilize up to 10% (maximum) of the funding for Administration. HCBS NI funding does not have any required match and cannot be used as match for any other program.

FUNDING DISTRIBUTION

AAAs can opt to receive the HCBS NI funding on an advance or reimbursement basis. Per Welfare and Institutions Code Section 9114, the Department can advance up to one-sixth of the funding to Area Agencies on Aging.

ALLOCATION METHODOLOGY

The HCBS NI grant opportunity will be allocated to all 33 AAAs. Each AAA will receive a \$300,000 base with the remaining funding allocated based on the Intrastate Funding Formula Washington factors.

For the AAAs that have opted to receive advance funding, one-sixth of the allocated funding will be issued via check upon execution of the contract. AAAs on an advance will not be required to submit Request for Funds.

EXPENDITURE REPORTS AND CLOSEOUT

This funding is separate from all other Title III C/Area Plan funding and must be tracked separately. AAAs are required to report expenditures monthly. All expenditures must be reported in the Local Finance Reporting System within 30 days of the month’s end.

These funds will end September 30, 2024, and the closeout must be completed by October 31, 2024. Closeout information will be forthcoming.

Equipment purchased by the AAAs and their subcontractors are not subject to tracking on the CDA 9024 form, however, CDA encourages AAAs to keep detailed records of all purchases made.

Monitoring of equipment expenditures and program proposals will take place during the grant period. These funds are subject to audits.

UPDATES ON ADDITIONAL FUNDING DISTRIBUTIONS: STATE AND FEDERAL

A new calendar of all current and upcoming funding has been shared with the network and is now posted on the [AAA - Contract Information](#) page of CDA’s website. More tools will be posted on an ongoing basis and can be proposed to CDA’s Division of Administrative Services.

INQUIRIES

For questions regarding this PM, please email: CDANutritionandHealthPromotion@aging.ca.gov.

/S/

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