

CALIFORNIA DEPARTMENT OF AGING
Long-Term Care and Aging Services Division
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CONTRACT RELEASE MEMO

TO: Area Agencies on Aging

NO: 21-02

DATE ISSUED: April 05, 2021

SUBJECT: Area Plan Contract (AP-2122) Budget and Reporting Information

EXPIRES: June 30, 2022

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-2122.

Budget Displays, Program Memos, and Allocation Methodology documents can be found on the CDA website.

Funding

The total Area Plan contract funding amount is \$187.9 million. The Title III, VII, and Nutrition Services Incentive Program (NSIP), SFY 2021-22 allocations are based on the Federal Fiscal Year (FFY) 2021 grant award. All State Funding is based on the 2021-22 Governor's Budget. Any changes in funding amounts may be adjusted through a contract amendment.

Allocation Methodology

The AP Allocation Methodology document can be found on CDA's website.

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-2122 contract until the AAA's Area Plan has been received, budget is approved and the contract is fully executed. In addition, once the contract has been executed and sent to the State Controller's Office (SCO), it will take three weeks before payments will be processed. This is the time SCO requires to load the contracts into their system.

All contract-related fiscal forms, including the Area Plan Budget (CDA 122) can be found under the Area Plan Documents section of the [Fiscal Forms and Documents page](#) on CDA's website or can be requested from FiscalTeam@aging.ca.gov.

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

The Contract Summary of Changes (SOC) can no longer be found on CDA's website. The SOC is included in the email your AAA receives with the contract documents.

Inquiries

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

For Nutrition program inquiries, email: CDANutritionandHealthPromotion@aging.ca.gov

For Title IIIB program inquiries, email: CDASupportiveServices@aging.ca.gov

For Title IIIE program inquiries, email: CDAFamilyCaregiver@aging.ca.gov

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

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

For contract related inquiries, email: BMBContractAnalyst@aging.ca.gov

Irene Walela /s/

Irene Walela
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Services Division