

**CALIFORNIA DEPARTMENT OF AGING**

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**CONTRACT-RELEASE MEMO**

**To:** Area Agencies on Aging (AAAs)  
**CM No:** 21-09  
**SUBJECT:** Financial Alignment (FA-2122) Budget and Reporting Information  
**ISSUE DATE:** September 29, 2021  
**CONTRACT TERM:** November 2, 2021 through October 31, 2022  
**SUPERSEDES:** PM 20-19  
**PROGRAM AFFECTED:** FINANCIAL ALIGNMENT (FA)

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**PURPOSE:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2021-22 FA Contract (FA-2122).

Please refer to your original contract email for all contract-related documents, including Budget Displays and Local Assistance Checklist (CDA 9007A). These documents are no longer available on the California Department of Aging's (CDA) website.

**FUNDING:**

The total FA contract funding amount is \$300,000. For funding allocation please refer to the allocation methodology document found in your contract package email. The contract funding will be adjusted as necessary through a contract amendment as actual funding information becomes available upon the federal award grant from the Centers for Medicare & Medicaid Services (CMS) for Federal Fiscal Year (FFY) 2022.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for the FA-2122 until the AAA's original FA Budget (CDA 229FA) is approved and the contract is fully executed.

Please use the FA Request for Funds (CDA 245FA) form to request for funds and the FA Expenditure Report (CDA 255FA) form to report monthly expenditures. Refer to the FA Request for Funds Instructions (CDA 245FAi) and the MIPPA Expenditure Report Instructions (CDA 255FAi) for guidance. These forms can be found under the FA Documents section of the [Fiscal Forms and Documents](#) page on CDA's website.

**Deadlines:**

Monthly Expenditure Reports are due 30 days after the last day of each 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 MIPPA SOC's will be included in the email your AAA receives with the contract documents.

**Inquiries:**


For programmatic and/or data inquiries, please email the CDA HICAP Team at:  
[cda.hicapanalysts.group@aging.ca.gov](mailto:cda.hicapanalysts.group@aging.ca.gov)

For any financial inquiries, please email the CDA Local Finance Bureau (previously the Program Fiscal Team) at: [LocalFinance@aging.ca.gov](mailto:LocalFinance@aging.ca.gov).

For any payment inquiries, please email the CDA Accounting Management Bureau at:  
[CDA.Accounting@aging.ca.gov](mailto:CDA.Accounting@aging.ca.gov).

For any contract related inquiries, please email the CDA Business Management Bureau at:  
[BMBContractAnalyst@aging.ca.gov](mailto:BMBContractAnalyst@aging.ca.gov).

Thank you,



Thomas D. Cameron, Deputy Director  
Division of Administrative Services  
California Department of Aging

cc: Michelle Davis, Chief, Older Americans Act Branch, Division of Home and Community Living  
Health Insurance Counseling and Advocacy Program Bureau, Division of Home and Community Living  
Nicole Dopp, Chief, Financial Management Branch, Division of Administrative Services  
Local Finance Bureau-FMB, Division of Administrative Services  
Accounting Management Bureau-FMB, Division of Administrative Services  
Business Management Bureau-BMB, Division of Administrative Services