

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 04/11)

|   |                                      |
|---|--------------------------------------|
| TO: <b>Area Agency on Aging Directors</b>   | NO.: <b>PM 12-01 (P)</b>             |
| SUBJECT: <b>Fiscal Year 2011-12 Area Plan Contract Amendment #1</b>   | DATE ISSUED: <b>January 27, 2012</b> |
| REVISED:  | EXPIRES: <b>June 30, 2012</b>        |
| REFERENCES: <b>Older Americans Act Amendments of 2006; Older Californians Act, Welfare and Institutions Code 9100, et seq.</b>  | SUPERSEDES: <b>PM 11-07(P)</b>       |
| PROGRAMS AFFECTED:<br><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 V<br><input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: |                                      |
| REASON FOR PROGRAM MEMO:<br><input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> <b>Other Specify: Transmit Amended AP Contract</b>  |                                      |

## Purpose

This Program Memo (PM) transmits your Fiscal Year (FY) 2011-12 Area Plan Revised Allocation and Contract Amendment #1. The California Department of Aging (CDA) is amending the contract to:

- Reallocate \$5,531,265 in unspent (carryover) Area Agency on Aging (AAA) One-Time Only (OTO) federal funds from FY 2010-11 to FY 2011-12.
- Allocate a reduction of \$541,755 in reconciled federal Title III and VII funds for FY 2011-12.
- Allocate a reduction of \$159,916 in reconciled Nutrition Services Incentive Program (NSIP) funding for FY 2011-12.
- Allocate a reduction of \$722,339 in OTO to account for current fiscal year federal funding reductions.
- Execute AAAs' approved funding transfer requests.

## Allocation Methodology

CDA used these methodologies to determine Amendment #1 Allocations:

- CDA reallocated up to five percent of each AAA's Prior Year Unexpended (carryover) funding back to the original AAA. Amounts that exceeded the five percent baseline allocation were reallocated to all AAAs using the applicable Intrastate Funding Formula (IFF) factors.
- Allocation reductions needed to tie contract amounts to available federal funds were allocated to all AAAs using the appropriate IFF and NSIP factors.

This amendment satisfies all federal and state funding tests, including the maintenance-of-effort requirement.

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**Expenditure  
Deadline**

The deadline for expending all funds referenced in this PM is June 30, 2012.

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**OTO  
Guidelines**

The following requirements govern the use of OTO funds:

- AAAs must complete and return the CDA1031 One-Time-Only Request form. The form and instructions are available on the CDA website:  
[http://www.aging.ca.gov/aaa/docs/OTO\\_Request\\_Form\\_for\\_AAA\\_CDA\\_1031.xls](http://www.aging.ca.gov/aaa/docs/OTO_Request_Form_for_AAA_CDA_1031.xls).
- AAAs must complete and return the CDA122 Area Plan Budget Template form available on the CDA website:  
[http://www.aging.ca.gov/aaa/docs/Area\\_Plan\\_Budget\\_Template\\_CDA\\_122.xls](http://www.aging.ca.gov/aaa/docs/Area_Plan_Budget_Template_CDA_122.xls).

Instructions for the CDA122 are available at:

[http://www.aging.ca.gov/aaa/docs/Instructions\\_for\\_Preparing\\_the\\_Area\\_Plan\\_Budget\(Revised%204-2010\).pdf](http://www.aging.ca.gov/aaa/docs/Instructions_for_Preparing_the_Area_Plan_Budget(Revised%204-2010).pdf).

- OTO funds must be spent in the program in which they were incurred and are not transferable to another program.
  - OTO purchases must be for allowable program costs.
  - AAAs can allocate OTO funds to existing subcontractors or to new subcontractors after having issued a Request for Proposal (RFP) and executed a contract.
  - OTO funding will not be available until CDA receives and approves the revised Area Plan Budget (CDA122), the executed Area Plan Contract Amendment #1, and the CDA1031.
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**Submission  
Deadline**

Submit the completed CDA1031 and CDA122 electronically to your assigned AAA Fiscal Team Specialist no later than 30 working days from the date of this PM.

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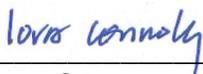
**Fiscal  
Inquiries**

Contact your assigned AAA Fiscal Team Specialist.

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**Attachments**

- Area Plan 2011-12 Amendment #1 Budget Displays
  - Area Plan 2011-12 Amendment #1 Contracts (sent to ACR)
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Lora Connolly  
Acting Director