

## 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 13-09 (P)</b>
SUBJECT: <b>Area Plan A3 Contract Amendment #1</b>	DATE ISSUED: <b>August 23, 2013</b>
REVISED	EXPIRES: <b>June 30, 2014</b>
REFERENCES: <b>Older Americans Act Amendments of 2006</b>	SUPERSEDES: <b>PM 13-06 (P)</b>
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 type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: <b>NSIP</b>	

## Purpose

The purpose of this Program Memo (PM) is to transmit Amendment #1 for the Fiscal Year (FY) 2013-14 A3 Contract. Amended contracts and budget displays for Area Agencies on Aging (AAA) that met the accelerated July 30<sup>th</sup> closeout deadline are attached.

**Only the AAAs that met the accelerated closeout deadline will receive an A3 Amendment #1 containing reallocated One-Time-Only (OTO) funding.**

## Allocation Information

The attached FY 2013-14 A3 Amendment #1 allocations include the reallocation of unexpended FY 2012-13 federal funds and initial transfer requests.

Each AAA that met the closeout deadline received prior year unexpended federal funds up to 5 percent of its final prior year allocation. Remaining funds were allocated to each AAA based on its Intrastate Funding Formula (IFF) Factor.

## Budget Submission Instructions and Due Date

AAAs must submit their Amendment #1 Area Plan Budget (CDA 122) incorporating the amounts from the corresponding Budget Display no later than September 15, 2013. The allocated OTO funds may only be used for Baseline purposes. No OTO (CDA 1031) forms are required.

No additional transfers are permitted in this budget revision.

*Continued on following page*

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**A3 Original and Amendment #1 Contract Execution**

1. If a AAA's initial FY 2013-14 A3 contract is not yet executed, this step must be completed before their FY 2013-14 A3 Amendment #1 can be executed.
  2. Amendment #1 must be fully executed before September 30, 2013.
  3. AAAs will not be able to expend reallocated funds until
    - a. Initial A3 contract and Amendment #1 are both executed and
    - b. The California Department of Aging (CDA) has approved the AAA's Amendment #1 Budget.
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**A3 Closeout**

AAAs are required to submit A3 Closeouts by October 30, 2013. Please note that federal funds from an A3 contract cannot be reallocated to an A9 contract. However, unexpended State funds (General Fund, Skilled Nursing Quality and Accountability, Special Deposit, etc.) and Special Nutrition funds will be reallocated to the A9 contract.

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**Final Budget Displays for AAAs that missed the July 30<sup>th</sup> deadline**

For those AAAs that did not meet the accelerated closeout deadline of July 30<sup>th</sup>, copies of the final Budget Displays showing approved transfers are posted on the CDA AAA Budget Display website.

- [http://www.cda.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://www.cda.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)
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**Fiscal Inquiries**

Please contact your assigned AAA Fiscal Team Specialist if you have questions.

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**Attachments**

Area Plan 2013-14 A3 Amendment #1 Budget Displays and Contracts

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Lora Connolly  
Director