

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

<b>TO: Area Agencies on Aging Directors</b>	<b>NO.: PM 16-04 (P)</b>
<b>SUBJECT:</b> <b>Area Plan State Fiscal Year 2016-17 Budget Display, Contract, and Budget Instructions</b>	<b>DATE ISSUED: April 27, 2016</b>
	<b>EXPIRES: June 30, 2017</b>
<b>REFERENCES:</b>	<b>SUPERSEDES: PM 15-07 (P)</b>
<b>PROGRAMS AFFECTED:</b>	<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 VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: NSIP

**Purpose** This Program Memo (PM) transmits your Area Plan (AP) Contract and Budget Display for State Fiscal Year (SFY) 2016-17.

**Federal Funding** As detailed below, the total Federal funding for Titles III and VII increased or remained stable between Federal Fiscal Year (FFY) 2015 and FFY 2016.

Program	FFY 2015	FFY 2016	Difference
Title III B	\$ 34,081,746	\$ 34,081,746	\$ 0
Title III C1	43,329,545	45,080,598	1,751,053
Title III C2	22,178,956	23,373,558	1,194,602
Title III D	1,992,449	1,992,449	0
Title III E	14,733,109	15,350,031	616,922
Title VII A (Elder Abuse)	471,073	471,073	0
Title VII A (Ombudsman)	1,628,106	1,640,388	12,282
<b>Total</b>	<b>\$ 118,414,984</b>	<b>\$ 121,989,843</b>	<b>\$ 3,574,859</b>

**Allocation Information** To determine each Area Agency on Aging's (AAA) Title III/VII allocation, CDA used the methodology as follows:

Continued on next page

**Allocation  
Information**  
*continued*

**Federal Title III/VII Funding**

- Used population factors consistent with federal requirements.
- Used the best available data to determine each Planning and Service Area's (PSA) relative proportion of persons with characteristics corresponding to each population factor.
- Used the following data sources to determine number of persons statewide and in each PSA with characteristics corresponding to each population factor:

<b>Population Factors</b>	<b>Data Source</b>
Non-Minority 60+	2010 Census - Department of Finance Projections, 2015
Minority 60+	2010 Census - Department of Finance Projections, 2015
Low Income	2010 Census - AOA updated database 2015
Geographic Isolation	2010 Census
Medi-Cal eligible	Department of Health Care Services, 2015

**State Funding**

- First, allocated GF to match designated federal funds as mandated by federal regulations, and
- Second, allocated the remaining GF for Maintenance of Effort to bring AAAs to a funding level consistent with the previous year's total allocation for selected funds. CDA makes this Maintenance of Effort adjustment to the degree possible with available funds per Welfare and Institutions (W&I) Code Section 9112( c).

**Ombudsman Funding**

- Allocated each AAA with \$35,000 in baseline funding, *unless*
  - The number of long-term care facility beds (i.e., skilled nursing facility, intermediate care facility, and residential care facility) in its PSA is below 500 beds, *and*
  - The number of long-term care facilities is fewer than 10;
  - AAAs that fell below this threshold received a lower baseline allocation.
- Allocated the balance of federal funds pursuant to W & I Code Section 9179.5 using the following factors:

<b>Factor</b>	<b>Percentage</b>
Number of Long-Term Care Facilities	50 percent
Number of Long-Term Care Beds	40 percent
Square Miles in PSA	10 percent

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**Allocation  
Information  
continued**
**Ombudsman Funding, continued**

Legislation that provided the on-going State Health Facilities Citation Penalties Account provided for the allocation basis of Skilled Nursing Facility Beds in each Ombudsman area of authority.

Since the passing of the 2015-16 Budget Act, the Program has been augmented with General Fund and Public Health Licensing and Certification Program Funds. These funds are allocated using the same data.

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**Budget  
Submission  
&  
Transfer  
Request  
Instructions**

Instructions for submitting the Original Area Plan Budget and Transfer Requests for SFY 2016-17 are as follows:

- Incorporate the amounts shown in the Budget Display into the Original Budget form.
- Submit the Area Plan Original Budget form electronically to the AAA Fiscal Team mailbox at [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov).
- Ensure allocation Transfer Requests correspond to the funds on the Budget Display and are in compliance with the instructions in Exhibit B to meet the Federal Funding Accountability and Transparency Act (FFATA) requirements.
- Notice the deadlines related to Transfer Requests are now footnoted on the Budget Display.

**Due Date:** AAAs must submit the Original Area Plan Budget as soon as possible, but no later than 30 days from the date of this PM.

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**Request for  
Funds and  
Expenditure  
Reporting**

AAAs must submit request for funds and report expenditures as follows:

- CDA will not process any SFY 2016-17 Area Plan Contract request for funds until the Original Area Plan Budget is approved and the Contract is fully executed.
  - The deadlines related to obligating funds and expenditure reporting are now footnoted on the Budget Display.
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**2016-17  
Closeouts  
and  
Carry Over**

AAAs must submit closeouts and may request Carry Over as follows:

- The deadlines related to closeout reports are now footnoted on the Budget Display.
  - The funds which may be requested to be carried over into the following year contract are footnoted on the Budget Display.
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**Fiscal  
Inquires**

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

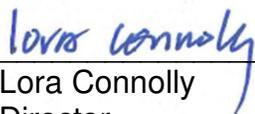
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**Attachment**

The SFY 2016-17 Area Plan Budget Displays and Statewide Summary are posted to CDA's website at:

[http://www.aging.ca.gov/ProgramsProviders/AAA/AAA\\_Budget\\_Displays/](http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/)

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Lora Connolly  
Director