

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors		NO.: PM 16-05 (P)
SUBJECT: HICAP		DATE ISSUED: April 15, 2016
HICAP State Fiscal Year 2016-17 Budget Display, Contract, and Budget Instructions		EXPIRES: June 30, 2017
REFERENCES:		SUPERSEDES: PM 15-08 (P)
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title VII <input type="checkbox"/> Title V <input checked="" type="checkbox"/> HICAP <input type="checkbox"/> Other:	

Purpose This Program Memo (PM) transmits your Health Insurance Counseling and Advocacy Program (HICAP) Budget Display and Contract for State Fiscal Year (SFY) 2016-17. Contract packages will be mailed to each Area Agency on Aging's (AAA) contract representative.

Allocation Methodology

State Funding

- The amounts of State funding allocated are based on the Governor's Budget for SFY 2016-17.
- The California Department of Aging (CDA) used May 2015 Medicare beneficiary population data from the Centers for Medicare & Medicaid Services (CMS) when developing the current allocation.

Federal Funding

- The Federal year (FFY) 2016 Federal SHIP grant of \$4,776,715 reflects a reduction of \$251,406 in funding from the FFY Federal SHIP grant of \$5,028,121. State Operations savings enabled CDA to limit the cut in Local Assistance funding to \$146,757.
- CDA calculated the Federal allocation using the 2016 State Health Insurance Assistance Program (SHIP) grant award amount for the April 1, 2016 through March 31, 2017 period and assumed the same level of funding for the April 1, 2017 through June 30, 2017 period as was received during the first three months of the previous grant.

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**Allocation
Methodology**
Continued

Additional One-Time Only (OTO) Federal SHIP grant funds are allocated as follows:

- \$38,838 of carryover grant funds from the March 31, 2015 closeouts is reallocated to PSAs 3, 20, 21, and 31. This carryover reflects their unexpended prior contract funds.
- \$60,057 of carryover grant funds from the March 31, 2015 closeouts is reallocated to all PSAs.
- \$314,717 of carryover grant funds that were unexpended as of June 30, 2015 is reallocated to all PSAs.
- \$140,000 in unspent State Operations funding from the 2015 SHIP grant is allocated to all PSAs.

The net increase to the statewide SFY 2016-17 HICAP Contracts as OTO funds is \$553,612.

**Administration
Funding
Guideline**

AAAs must not exceed the maximum allowable expenditure for Administration as shown on their Budget Display.

**Budget
Submission
Instructions**

AAAs must submit the HICAP Original Budget form (CDA 229) for the twelve-month SFY 2016-17 contract as follows:

- Incorporate the amounts shown in the Budget Display into the Original Budget form.
- Submit the Original Budget form electronically to the Fiscal mailbox at Fiscal@aging.ca.gov.

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

**Expenditure
Reports and
Requests for
Funds**

AAAs must submit request funds and expenditure reporting on the HICAP Monthly Expenditure Report/Request for Funds form (CDA 245).

- OTO Federal funds shown on Budget Displays must be fully expended, and any unexpended funds will not carry over.
- State funds must be fully expended, and State funds will not carry over.
- Key dates related to the items above are footnoted on the Budget Displays.
- CDA will not process payments for SFY 2016-17 until the AAA's original HICAP budget is approved and the contract is fully executed.

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Closeouts

There are two Closeout Reports for this HICAP Contract.

- The Federal HICAP financial Closeout Report (for the July, 1 2016 through March 31, 2017 period) is due to CDA no later than May 15, 2017.
 - The HICAP Contract financial Closeout Report applying State funds for the entire contract period, July 1, 2016 through June 30, 2017, and Federal funds for the period of April 1, 2017 through June 30, 2017, is due to CDA no later than August 15, 2017.
 - Key dates related to the items above are footnoted on all Budget Displays.
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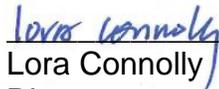
Inquires

- For programmatic inquiries, contact your assigned CDA HICAP Specialist.
 - For fiscal inquiries, contact your assigned CDA Fiscal Team Specialist.
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Attachments

The following two attachments available for downloading from CDA's website:

- The SFY 2016-17 HICAP Budget Display
http://www.aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/
 - The HICAP Original Budget form (CDA 229) and Instructions
http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/
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Lora Connolly
Director