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## AAA4 BULLETIN

|   |                                    |
|---|------------------------------------|
| <b>TO: AAA4 Funded Partners</b>   | <b>NO: A4B2022-02</b>              |
| <b>SUBJECT:</b><br>Deadline for Funded Partner Budget Revisions and Equipment Purchases   | <b>DATE ISSUED: March 31, 2022</b> |
| <b>REFERENCES:</b>  | <b>SUPERSEDES:</b>                 |
| <b>PROGRAMS AFFECTED:</b><br><input checked="" type="checkbox"/> ALL <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Elder Abuse Prevention VIIb<br><input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> Title III-D <input type="checkbox"/> Ombudsman VIIa <input checked="" type="checkbox"/> OTO <input type="checkbox"/> Other |                                    |
| <b>PURPOSE OF BULLETIN:</b><br><input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other:   |                                    |
| <b>FOR INQUIRIES CONTACT:</b><br><a href="mailto:fiscal@agencyonaging4.org">fiscal@agencyonaging4.org</a>   |                                    |

Budget revisions that include the additional Federal and One-Time-Only allocations for fiscal year 2021-22 need to be received electronically (via email) as soon as possible but no later than the close of business on **Monday, April 18, 2022**, and should be sent to [fiscal@agencyonaging4.org](mailto:fiscal@agencyonaging4.org). As a reminder, all forms are located at this unpublished path on our website: [agencyonaging4.org/aaa4-forms](http://agencyonaging4.org/aaa4-forms).

Please note that revisions are required for any total change in a Cost Category that is BOTH 20% or greater AND \$2,500 or more and must include a Narrative Justification. (*Refer to Terms & Conditions: Article VI. Budget and Budget Revision, Sections A-E*).

**Equipment Purchases:** Funded partners wishing to purchase equipment valued **at or over \$5,000** or any computer equipment regardless of cost will need to submit the required pre-approval forms with a description of the item(s) requested, and a justification for how the item(s) will be used before their budget will be approved. Complete the “**CDA 122P**” and “**Supplement to CDA 122P**” tabs found in the budget template. These forms need to be submitted to [fiscal@agencyonaging4.org](mailto:fiscal@agencyonaging4.org) by April 15, 2022. This will allow us time to review the request prior to the budget deadline.

No equipment is to be purchased or encumbered unless the requesting agency has received notice from AAA4 stating that CDA approval has been granted. For additional information on this and other provisions governing the purchase and use of equipment, please refer to CFR Title 2, Part 200, Subparts D and E. Keep in mind, because of the tight timeline this fiscal year, we may not have sufficient time to get State approval for these kind of purchases.