

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

**PROGRAM INSTRUCTION**

**Number 12-PI-10**

**Supersedes**

**Expiration Date**

**DATE:** July 30, 2012

**TO:** Area Agency on Aging Directors

**SUBJECT: FFY 2012 Title III Transfers, Carryover and Budget Modifications**

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**ACTION REQUESTED:** Area agencies on aging (AAAs) must review their current FFY 2012 Title III transfers between Title III-B and III-C and within Title III-C to determine if additional transfer requests or adjustments to previously transferred amounts are necessary. Please review the attached schedules that reflect each AAA's approved Title III transfers based on current New York State Office for the Aging (NYSOFA) records. Each AAA must ensure that the revised budgets for all Title III programs reflect the correct base allocations and actual FFY 2011 carryover and that the requirements of 88-PI-17 (Older Americans Act Title III carryover, dated March 24, 1988) have been met. AAAs must submit budget modifications to request any changes to current transfer levels by **August 31, 2012. NYSOFA will not be able to accommodate additional FFY 2012 transfer requests after this date.**

If an AAA has changed its transfers from the amounts shown on the attached schedules in a previous budget modification submission and the changes are not shown, it's most likely that the attached schedule was prepared before your budget modification was received. However, please contact your Fiscal Team to ensure that your budget modification was received and is being processed.

**RESPONSE DUE DATE: August 31, 2012**

**BACKGROUND:** AAAs completed their initial FFY 2012 Title III applications based on the tentative allocation schedules transmitted via Jack Lynch's e-mail, dated October 14, 2011. Subsequently, NYSOFA issued Program Instruction 12-PI-04, dated April 20, 2012, which transmitted final Title III allocation schedules for FFY 2012. AAAs were also informed in that Program Instruction that NYSOFA may receive small supplements (i.e., 1% or less of

the current awards) late in the federal fiscal year. At this time, NYSOFA has not been advised of any Title III supplements.

AAAs may request changes in their current approved transfers between Titles III-B and III-C and between Titles III-C-1 and III-C-2. Note that the amount of transfer requests between III-B and III-C cannot exceed 30% of the AAA's Title III-B or Title III-C FFY 2012 base allocation as shown on the attached allocation schedules. Transfers between III-C-1 and III-C-2 should not exceed 40% of the AAA's Title III-C-1 or Title III-C-2 FFY 2012 base allocation. In accordance with federal regulations, transfers cannot be accomplished after the end of the federal fiscal year (i.e., September 30, 2012) and AoA requests the final transfer information be provided to them well in advance of the September 30<sup>th</sup> date.

Attached are allocation schedules reflecting the amounts of currently approved transfers between III-B and III-C and within III-C. In the past, some AAAs found it necessary to request adjustments to the amount(s) initially transferred. Each AAA must check the schedules to ensure that the transfer amounts listed by NYSOFA are accurate and final.

Each AAA should also review its current expenditures and program income received to date for all Title III programs to determine if other adjustments to currently approved amounts are necessary. If an AAA wishes to request a change in their FFY 2012 transfer(s), needs to finalize carryover or make its line item budget changes for any Title III program, it must do so by completing a modification in accordance with the Modification Procedure for Grant Applications transmitted via 05-PI-09, dated June 15, 2005. All Title III transfers must be discretely identified within the federal funds section of the supporting budget schedule of the application and must be justified in the "Programmatic Justification/Explanation" section of the modification request form.

Modifications which result in significant (usually 10% or more) adjustments in units of services, clients or expenditures must also include revised Service Delivery and Resource Allocation Plan pages from the AIP. Modifications that result in changes of 20% or more in units or expenditures for any specific service also require the submission of an Attachment C – Program Design modification for the AAA's Annual Implementation Plan. The revised application and each Budget/Program Modification Request form must be received by our Office through the web-based AIP system no later than August 31, 2012.

The August 31, 2012 deadline for modification requests is necessary to allow sufficient time to review and approve the requests and forward final transfer information to AoA so that a revised Statement of Grant Award can be issued to NYSOFA prior to the end of the federal fiscal year. Federal requirements dictate that all FFY 2012 funding must be obligated by September 30, 2012. Therefore, each AAA must complete a budget modification to increase their Title III programs to its full funding level by the required date (i.e., August 31, 2012) to ensure that no funds are lost. Any increased federal funds which are not requested by the due date will be lost to the AAA and returned to AoA.

If you have any questions regarding the Title III transfers or the budget modifications please contact your Grants Management Budget Specialist 2/Senior Accountant or Aging Services Representative.

Attachments (3)

**PROGRAMS AFFECTED:**

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|--------------------------------------|---------------------------------------|---|---|---|
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E  | <input checked="" type="checkbox"/> Title III-B | <input checked="" type="checkbox"/> Title III-C-1 | <input checked="" type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> EISEP       | <input type="checkbox"/> Cash-in-Lieu | <input type="checkbox"/> CSE                    | <input type="checkbox"/> SNAP                     | <input type="checkbox"/> Energy                   |
| <input type="checkbox"/> Other:      |                                       | <input type="checkbox"/> Title V                | <input type="checkbox"/> HIICAP                   | <input type="checkbox"/> LTCOP                    |

**CONTACT PERSON:**

Grants Management Budget Specialist 2s/Senior Accountants  
Aging Services Representatives