

New York State Office for the Aging
2 Empire State Plaza, Albany, NY 12223-0001

To : Area Agency on Aging Directors

TECHNICAL ASSISTANCE MEMORANDUM

Number: 93-TAM-2

Date: March 23, 1993

Supersedes:

Response Due Date:

**Subject: Additional Guidance Concerning
the Title III-F Program**

Programs Affected:

Title 111-B

Title 111-C-1

Title 111-C-2

Title III-D

Title III-G

CSE

SNAP

HEAP

EISEP

Title III-F

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Recently, Area Agencies on Aging have communicated with SOFA concerning a number of issues in reference to the administration and operation of the Title III-F Program. This Technical Assistance Memorandum will be the first in a series which will address significant issues concerning this program.

How Are Costs For Area Plan Administration Handled In The III-F Program?

As stated in 93-PI-02, Title III-F funds **cannot** be used to pay for Area Plan Administrative costs. However, each Area Agency can add the Title III-F Federal dollars to its allocations under Titles III-B, III-C-1, III-C-2 and III-D to determine the maximum amount which can be spent on Area Plan Administration (i.e., 10% of total Title III Federal funding). All of the Area Plan Administrative costs must be budgeted for and reimbursed under Titles III-B, III-C-1 and III-C-2. Any Area Agency which expects to incur additional Area Plan Administrative costs in administering its Title III-F Program, should modify its Title III-B and/or Title III-C budget(s) to reflect these additional costs. These changes should be made when it is necessary to prepare a modification request for another reason (e.g., incorporate actual carryover, incorporate actual base allocation).

For example, if an Area Agency's FFY 1993 Federal allocations for Titles III-B, III-C-1, III-C-2 and III-D totalled \$146,000, the Area Agency originally could budget up to \$14,600 for Area Plan Administration. If the Area Agency's Title III-F allocation for FFY 1992 and FFY 1993 is \$17,292, the Area Agency can now budget an additional \$1,729 for Area Plan Administration. However, this amount can only be budgeted for and reimbursed under Titles III-B, III-C-1 and III-C-2.

How can an Area Agency Pull Together the Local Match for Title III-F?

Some Area Agencies have reported difficulty in coming up with the required local match for their Title III-F allocations. Area Agency staff should review Technical Assistance Memorandum 92-TAM-7 (dated 10/13/92) for ideas on how to come up with the necessary match. Area Agencies that are not able to obtain additional cash match for the Title III-F funds should determine whether or not there is overmatch under another program which can be shifted to Title III-F. In the absence of overmatch, Area Agencies may want to consider requesting SOFA approval to use contributions as match under Title III-B or III-C so that local cash match can be shifted to Title III-F.

Additionally, Area Agencies can utilize the in-kind match by organizations providing "free" III-F services. For example, a senior center that provides space for III-F activities or a health provider that provides screening can be made part of the in-kind match as long as these "expenditures" are not being used to match other Federal programs.

During This First Year. Will There Be Flexibility With SOFA's Carryover Policies In Regards To Title III-F?

During this initial Title III-F program period, the Area Agencies are receiving funding from two Federal allotments (i.e., FFY 1992 and FFY 1993), but only have eight months in which to provide services. Therefore, our Office will not place any limit on the amount of Title III-F funds that an Area Agency can carry over into 1994.

Can Title III-F Pay For Generic Transportation Costs?

Title III-F funds cannot be used to pay for generic transportation costs incurred by an Area Agency. These costs should be covered from other budgets such as Titles III-B and III-C. The purchase of a van that would be used 100% as a health promotion mobile --it would visit senior centers and be stocked with health promotion materials and/or conduct health screening - would be an allowable purchase.

What Type Of One-Time Purchases Would Be Appropriate With The Title III-F Funds?

Area Agencies should consult with their Aging Services Representative to determine the appropriateness of one-time purchases. For example, an Area Agency wishing to purchase nine VCRs for its nine senior centers would not be approved as an appropriate purchase. However, the purchase of one or two VCRs that would be rotated from center to center would be considered approvable. All equipment purchased must be directly related to the Title III-F Program and utilized for Title III-F services.