

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

David A. Paterson, Governor

Michael J. Burgess, Director

An Equal Opportunity Employer

**PROGRAM INSTRUCTION**

**Number 10-PI-02**

**DATE:** April 6, 2010

**TO:** Albany, Chautauqua, Erie, Monroe, New York City, Onondaga, Rockland, St. Lawrence and Wyoming.

**SUBJECT:** Senior Community Service Employment Program (SCSEP) Allocation Schedule and FISCAL Application for the New Title V Funding

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**ACTION REQUESTED:** Complete grant application and submit for funding.

**RESPONSE DUE DATE:** May 7, 2010

**PURPOSE:** This Program Instruction provides Albany, Chautauqua, Erie, Monroe, New York City, Onondaga, Rockland, St. Lawrence and Wyoming counties with the Senior Community Service Employment Program (SCSEP) Allocation Schedule, Grant Application forms and Instructions for completion of the SCSEP application for additional funding recently awarded to the New York State Office for Aging (NYSOFA) by the United States Department of Labor (USDOL).

**BACKGROUND:** On December 16, 2009, the President signed the Department of Labor Appropriations Act (Pub.L 111-117, Division D) which provided an additional \$225 million in SCSEP funds. The Act provides that the funds will go to those current grantees that "can effectively utilize additional funding." The USDOL determined that only those grantees that have met their performance goals could apply for funding.

NYSOFA was eligible to apply for these funds and subsequently submitted an application on behalf of the nine counties noted above. These programs were selected to receive funding due to their demonstrated success in meeting SCSEP's performance goals. The programs requested that NYSOFA apply for funding to support 181 annualized SCSEP slots.

**PROGRAM OPERATION:** These additional funds are available for program operations from February 1, 2010 through June 30, 2011. The requested funding is for annualized slots. Since the program can operate for more than 12 months, each grantee will need to complete the form that indicates the amount of slots to be filled by month and the budgeted monthly program expenditures.

All SCSEP federal regulations and performance goals that apply to the regular program will apply to this funding including a minimum of seventy-five percent of the funds being spent on trainee wages and fringe benefits and no more than twenty-five percent spent on other program costs, including training and administration. Since USDOL intends to request additional information regarding this funding, NYSOFA may require similar information from its grantees at a later date.

Upon receipt and approval of your fiscal forms and the Slot and Funding Chart, NYSOFA will issue a Notice of Grant Award (NGA) so the qualifying AAA's can begin their program as soon as feasible.

**Reporting:** All previously communicated reporting requirements will apply to these funds. As reporting information is shared with us by USDOL, we will share with the selected AAAs.

### **Matching Funds**

The SCSEP program is subject to a 10% matching requirement from non-federal funds. SCSEP regulations published on April 9, 2004, state that a grantee (in this case NYSOFA) may not require a subgrantee (i.e., the area agency on aging) to provide non-Federal resources as a condition of receiving a grant. NYSOFA does not operate a State funded employment program from which it can draw expenditures eligible to meet the required match for funds that are allocated to the local programs. Therefore, in order to meet the matching requirements for the SCSEP Program, NYSOFA is requesting (but not requiring) that the local programs provide non-Federal match to help with the matching requirement.

The budget pages reflect this option but continue to include a line in the budget to reflect any match you choose to provide. The matching funds can include the value of in-kind personal services such as the value of the supervision and training received at the community service assignment and/or rent provided by a third party. Please note the following:

- Other Federal funds may not be used as match unless specifically stated in the authorizing legislation.
- Matching expenditures must meet all criteria for allowable costs under the regular SCSEP program. They must be for authorized employment activities for SCSEP enrollees.

Please contact your Fiscal Team or the SCSEP program staff if you have any questions about in-kind matching funds.

### **Wages and Fringe Benefits**

Section 641.565 of the OAA SCSEP Rules and Regulations contains the specific program requirements for enrollee wages and fringe benefits. This section identifies those fringe benefits that are required for the programs, and also sets limits on other fringe benefits such as enrollment into retirement programs. Fringe benefits must be administered uniformly to all enrollees within a project or sub-project; project sponsors

are required to ensure that enrollees receive all fringe benefits required by law. Those required are Social Security (FICA), and coverage for Worker's Compensation and Unemployment Insurance benefits.

**SUBMITTING YOUR APPLICATION TO NYSOFA**

Please complete and submit to NYSOFA one (1) original, signed Application, with two copies, **on or before May 7, 2010**. The original application must bear the signature of the subgrantee official authorized to sign the SCSEP Application.

**Please mail or deliver the original application and two copies to:**

Tim Kovarik  
New York State Office for the Aging  
Bureau of Health Benefits & Economic Security, 4<sup>th</sup> Floor  
2 Empire State Plaza  
Albany, NY 12223-1251



Michael J. Burgess, Director

**ATTACHMENTS:**

- Annualized SCSEP Allocation Schedule**
- Signature Page**
- Standard Assurances**
- Funding and Slot Indicator**
- Program Summary Budget**
- Supporting Budget Schedule**

**PROGRAMS AFFECTED:**

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

**CONTACT PERSON:** Tim Kovarik

**TELEPHONE:** (518) 474-7252

NEW YORK STATE OFFICE FOR THE AGING  
TITLE V  
OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM  
**ADDITIONAL SCSEP 2009-2011 ALLOCATION SCHEDULE**  
PROGRAM PERIOD 2/1/2010 TO 6/30/2011

<u>COUNTY</u>	<u>ANNUALIZED POSITIONS</u>	<u>ANNUALIZED ALLOCATION</u>
Albany	5	\$53,775
Chautauqua	10	107,550
Erie	30	322,650
Monroe	10	107,550
Onondaga	21	225,855
Rockland	1	10,755
St. Lawrence	2	21,510
Wyoming	2	21,510
New York City	100	1,075,502
<b>TOTAL</b>	<u>181</u>	<u>\$1,946,657</u>

**Attachment 1 – Title V Subgrantee Application**

**SUBGRANTEE APPLICATION - TITLE V PROGRAM**

**INSTRUCTIONS:** Complete all sections of this Application in accordance with the Instructions in Attachment 4. Failure to complete and submit all sections as requested will delay processing your application. When completed, **send one (1) original application**, with the authorized signature in blue ink as indicated below, **and two (2) copies of the completed original application** to: The New York State Office for the Aging, **Tim Kovarik**, 2 Empire State Plaza, **4<sup>th</sup>** Floor, Albany, NY 12223-1251. Keep one (1) file copy.

1. County Name	2. Program Period: From: 2/1/10 to 6/30/11
3. Subgrantee Organization: Name: _____ Address: _____ City: _____ NY Zip _____ Name of SCSEP Contact Person: _____ Phone: Area Code: _____ Number: _____	
4. Official Authorized to Receive Payments: Name: _____ Title: _____ Address: _____ City: _____ NY Zip _____	
5. Terms and Conditions: The undersigned agrees with respect to any funds used for programs described in this application to comply with all applicable federal, state and local laws and rules including the following:  a) Title V of the Older Americans Act of 1965 as amended; b) U.S. Dept. of Labor Rules and Regulations for Title V; c) New York State Office for the Aging Rules and Regulations which may pertain to Title V; d) Article 15 of the New York State Executive Law (Human Rights Law); e) Governor's 1960 Code of Fair Practices; f) Title IV of the Civil Rights Act of 1964; g) Standard Assurances included in this Application; h) Section 504 of the Rehabilitation Act of 1973; i) Age Discrimination in Employment Act of 1975; and j) Americans with Disabilities Act of 1990 (42USC12101 See 92-PI-32).  <hr/> Typed Name of Individual Authorized to Sign _____ Title _____ Application for the Subgrantee Organization  <hr/> Signature _____ Date _____	

## Attachment 4 - Title V Standard Assurances

1. The \_\_\_\_\_  
Subgrantee Agency

submits this application under Title V of the Older Americans Act, as amended, and agrees to comply with United States Department of Labor's (USDOL) regulations, and New York State Office for the Aging's (NYSOFA) policies and procedures. The subgrantee assures and certifies that it will:

- a. provide community service assignments only for eligible individuals. Necessary technical, administrative and supervisory personnel shall, as much as possible, be recruited from among eligible individuals;
- b. provide community service assignments for eligible individuals in the community in which they reside, or in nearby communities;
- c. assign eligible individuals in services related to publicly owned and operated facilities and projects, or projects sponsored by organizations, other than political parties, exempt from taxation under the provisions of section 501(c)(3) of the Internal Revenue Code of 1954, except projects involving the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship;
- d. assure that no otherwise qualified older person with a disability or perceived to have a disability shall, solely by reason of this disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. A person with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. This includes alcoholism and drug addiction;
- e. not deny community service assignments to any person with a disability if reasonable accommodations can be made for that person's disability;
- f. contribute to the general welfare of the community in a manner that will:
  - result in an increase in employment opportunities over those opportunities which would otherwise be available,
  - not result in the displacement of currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work or wages or employment benefits), and

- not impair existing contracts for service or result in the substitution of federal funds in connection with work that would otherwise be performed;
- g. not employ or continue to employ any participant to perform work which is the same or substantially the same as that performed by any other person who is on layoff;
- h. utilize methods of recruitment and selection (including notifying the state employment security agency when vacancies occur) which will assure that the maximum number of eligible individuals will have an opportunity to participate in the project;
- i. include such training as may be necessary to make the most effective use of the skills and talents of those individuals who are participating, and will provide for the reasonable expense of individuals being trained, including reasonable compensation for time spent in training. Wherever possible, obtain all training for participants at reduced or no cost to Title V from such sources as the host agency, Workforce Investment Act (WIA) and the Carl D. Perkins Vocational and Applied Technology Education Act. Where training is not available from other sources, the Title V funds may be used for training;
- j. assure that safe and healthy conditions of work will be provided, and assure that persons engaged in community service assignments assisted under the grant shall be paid wages which shall not be lower than whichever is the highest of (1) the minimum wage which would be applicable to the employee under the Fair Labor Standards Act of 1938, (2) the state or local minimum wage for the most nearly comparable covered employment, or (3) the prevailing rates of pay for persons employed in similar public occupations by the same employer;
- k. establish and administer the grant with the advice of persons competent in the field of service in which employment is being provided, and of persons who are knowledgeable with regard to the needs of older persons;
- l. authorize pay for reasonable transportation costs of participants which may be incurred under the grant in accordance with Section 641.545 Federal Register, 20 CFR, Part 641.545;
- m. assure that to the extent feasible, the needs of minority, limited English speaking, and Native American Indian eligible individuals are served, and individuals who have the greatest economic need, at least in proportion to their numbers in the geographic jurisdiction of the project and take into consideration their rates of poverty and unemployment based on the best available information;

- n. authorize funds to be used, to the extent feasible, to include individuals participating in the project under the State Unemployment Insurance Plan;
- o. coordinate activities with the local WIA system and the Carl D. Perkins Act programs to insure that project trainees can benefit from such cooperative activities as dual eligibility, shared assessments, training and referral.

**2.** Comply with the requirements of the Older American Senior Community Service Employment Program, Title V of the Older Americans Act as amended, and 20CFR part 641. Rules and Regulations.

**3.** If the federal-state guidelines are amended or revised, the subgrantee will comply with them or notify NYSOFA within thirty (30) days after promulgation of the amendments or revisions that it cannot so conform so that NYSOFA may take appropriate action, including grant termination, if necessary.

**4.** The subgrantee will establish procedures to comply with federal requirements for complaint resolution for trainees or applicants including those who are determined ineligible or against whom adverse actions are taken. Such procedures will include:

- An opportunity for the participant to respond;
- An opportunity for an informal conference;
- A prompt determination of the issue; and
- If an issue cannot be resolved to the satisfaction of the participant or applicant, the participant or enrollment applicant will be notified that they may request a review of the process by NYSOFA and/or the U.S. Department of Labor.

**5.** The subgrantee assures and certifies that it will comply with the regulations, policies, guidelines, and requirements of OMB Circulars A-102 and A-110: as they relate to the application, acceptance, and use of federal funds for this federally assisted project and that:

- a. it possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly passed as an official act of the subgrantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the subgrantee to act in connection with the application and to provide additional information as may be required;
- b. it will comply with Title VI of the Civil Rights Act of 1964 (P.L. #88-352) and, in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the subgrantee receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement;

- c. it will comply with requirements of the provisions of the Uniform Relocation and Assistance and Real Property Acquisitions Act of 1970 (P.L. #91-646) that provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs;
- d. it will comply with the provisions of the Hatch Act that limits the political activity of employees;
- e. it will:
  - (1) comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply to hospital and educational employees of state and local governments; and,
  - (2) it will otherwise compensate participants at a rate which is at least commensurate with the highest applicable minimum wage which is either the minimum wage applicable under the Federal Fair Labor Standards Act of 1938; the New York State minimum wage for the most nearly comparable covered employment, notwithstanding any exceptions which may otherwise apply; or the prevailing rate of pay for persons employed in similar public occupations by the same employer.
- f. it will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties;
- g. it will give the United States Department of Labor, the Comptroller General, the Office of the State Comptroller and NYSOFA, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant; and
- h. it will comply with the federal regulations governing grant administration as set forth in 20CFR Part 641, 29CFR Parts 95 through 99 and if the provisions of these regulations are amended or revised, comply with them or notify NYSOFA within thirty (30) days after promulgation of the amendments or revision that it cannot so conform, so that NYSOFA may take appropriate action, including grant termination, if necessary.

**6. Recognition of NYSOFA:** The subgrantee agrees that any program, public information materials or other printed or published materials on the work of such program that are supported with Older Americans Act funds will give due recognition to NYSOFA.

7. Additional Assurances:

- a. This project will provide useful part-time community service assignments for **unemployed** low income persons who are 55 years old or older while promoting transition to unsubsidized employment.
- b. The project subgrantee will recruit and select eligible individuals in sufficient numbers to fill promptly and keep filled to the extent feasible all authorized slots. Enrollment priorities for filling all positions shall be to individuals with the following characteristics:
  - (1) have a severe disability
  - (2) are frail
  - (3) are age 75 or older
  - (4) meet the eligibility requirements related to age for, but do not receive, benefits under Title II of the Social Security Act.
  - (5) live in an area with persistent unemployment and are individuals with severely limited employment prospects.
  - (6) have limited English proficiency
  - (7) have low literacy skills
  - (8) are veterans who meet the criteria of the Jobs for Veterans Act
  - (9) have low employment prospects
  - (10) have failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998.
  - (11) are homeless or at risk for homelessness
  - (12) reside in a rural area
  - (13) have a disability
- c. Eligibility criteria set forth in Sec. 641.500 shall apply to all SCSEP applicants and participants:
  - (1) each individual will be no less than 55 years of age. Selection of trainees will be on the basis of priorities set by federal regulation (Section 641.520, 641.525, 641.530); and no upper age-limit may be applied.

- (2) each trainee will reside within New York State.
  - (3) Unemployed at time of application
  - (4) Family income may not exceed 125% of the Federal Poverty Level
8. a. The income of the family of which the individual is a member shall not exceed the low income standard defined in Section 641.500 and issued by the Department of Labor and shall be applied to individuals seeking initial enrollment and re-enrollment after termination from SCSEP because of loss of unsubsidized employment through no fault of their own, including illness, and to each trainee seeking certification for continued enrollment.
    - b. Each project subgrantee shall recertify the income eligibility of each trainee at least once each project year between July 1 and June 30 according to the schedule in this project agreement.
  9. Trainees will be offered the opportunity to take a physical examination within 60 days of enrollment and annually in accordance with Section 641.565.
  10. a. Orientation shall be provided to the trainee as soon as practicable after determination of eligibility. The orientation shall include information on term limits, project objectives, community service assignments, training, supportive services, rights and duties of the trainee, permitted and prohibited political activities, plans for transition to unsubsidized employment and a discussion of safe working conditions at the host agency.
    - b. Orientation shall be provided to those individuals who will supervise trainees at the host agencies.
  11. The project subgrantee shall assess each new trainee to determine the most suitable community service assignment for the individual and to identify appropriate employment, training and community service objectives for each individual. The assessment shall be made in partnership with the new trainee in accordance with Section 641.535. Assessments shall be done at least two times during a twelve month period to determine the trainee's potential for transition to unsubsidized employment. Assessments shall be documented and made a part of the trainee's permanent record. Assessments and service strategies or individual employment plans of a trainee, prepared under the Workforce Investment Act of 1998 may be substituted for one prepared by the subgrantee.
  12. The project subgrantee shall use the assessment or reassessment as a basis for developing or amending an Individual Employment Plan (IEP). The IEP shall be developed in partnership with the trainee to reflect the needs, interests and desires of the participant. (Section 641.535). The subgrantee shall review the IEP at least twice in a 12-month period.

13. It is suggested, but not mandated, that Community service assignments provided by a project subgrantee or project subgrantees not exceed 1,300 hours including paid hours of: orientation, training, and sick leave (if provided as a fringe benefit) during the 12-month period beginning with the date of enrollment or the yearly anniversary date of enrollment.
14. The project subgrantee shall employ reasonable means to place each trainee into unsubsidized employment, as provided to them in Attachment 1A. Whenever the goal is not achieved, the subgrantee shall develop and submit a plan of action for addressing this shortfall.
15. The project subgrantee shall employ reasonable means to place at a minimum the number of individuals communicated to them by NYSOFA into unsubsidized employment. Whenever the goal is not achieved, the state may ask the subgrantee to develop and submit a plan of action for addressing this shortfall.
16. Follow up will be completed and documented for trainees who are placed in unsubsidized employment at least once within three (3) months of unsubsidized placement.
17. The project subgrantee shall ensure that all participants, including those hired by subcontractors, receive all the fringe benefits required by law and will ensure compliance with NYSOFA's wage and fringe benefits policy.
18. The project subgrantee shall ensure that all reporting requirements are completed based on reporting requirements provided by NYSOFA.
19. Consultant fees paid under this grant shall be limited to \$500 per day without additional NYSOFA approval.
20. Term Limits:
  - a. The project grantee shall ensure that, beginning July 1, 2008, the maximum time a trainee is enrolled in the program is no longer than forty eight (48) months.
  - b. The project grantee shall ensure that, beginning July 1, 2010, that the average amount of time all trainees are in the program is no more than thirty-six (36) months.
21. Terminations:
  - a. This grant agreement may be terminated at any time upon mutual written consent of the State and the Grantee.
  - b. The State may terminate the grant agreement immediately, upon written notice of termination to the Grantee, if the Grantee fails to comply with the terms and conditions of this grant agreement and/or with any laws, rules, regulations, policies or procedures affecting this grant agreement.

- c. The State may also terminate this grant agreement for any reason in accordance with the following provisions:
  - I. Unless modified as provided herein, this grant agreement shall begin on February 1, 2010 and end on June 30, 2011. The State shall have the right to terminate this grant agreement early for: (i) unavailability of funds; (ii) cause; or (iii) convenience. The State retains the right to cancel this grant agreement, in whole or in part without reason provided that the Grantee is given at least 60 days notice of its intent to cancel. The State may only invoke its right to terminate for convenience provided that the State has given written notice to the Grantee at least 60 days prior to the date of termination, except with respect to grant agreements that give the State a general right to terminate at any time. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing State grant agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies.
  - II. The Grantee shall make a full and final accounting of all funds received under this grant agreement within sixty (60) days of termination of the program.
- d. Written notice of termination, where required, shall be sent by personal messenger service or by certified mail, return receipt requested. The termination shall be effective in accordance with the terms of the notice.
- e. Upon receipt of notice of termination, the grantee agrees to cancel, prior to the effective date of any prospective termination, as many outstanding obligations as possible, and agrees not to incur any new obligations after receipt of the notice without approval by the State.
- f. The State shall be responsible for payment on claims pursuant to services provided and costs incurred pursuant to terms of the grant agreement. In no event shall the State be liable for expenses and obligations arising from the program(s) in this grant agreement after the termination date.

**NYSOFA Funding and Slot Indicator** (02/01/10-06/30/11)

**Funding Amount: \***

	<i>Start-Up</i> <b>Feb-10</b>	<i>Start-Up</i> <b>Mar-10</b>	<i>Start-Up</i> <b>Apr-10</b>	Full Capacity <b>May-10</b>	Full Capacity <b>Jun-10</b>	Full Capacity <b>Jul-10</b>
Monthly Expenditures						
Slots Filled						
Amount Remaining:	\$0	\$0	\$0	\$0	\$0	\$0

	Full Capacity <b>Aug-10</b>	Full Capacity <b>Sep-10</b>	Full Capacity <b>Oct-10</b>	Full Capacity <b>Nov-10</b>	Full Capacity <b>Dec-10</b>	Full Capacity <b>Jan-11</b>
Monthly Expenditures						
Slots Filled						
Amount Remaining:	\$0	\$0	\$0	\$0	\$0	\$0

	Full Capacity <b>Feb-11</b>	<i>Closing</i> <b>Mar-11</b>	<i>Closing</i> <b>Apr-11</b>	<i>Closing</i> <b>May-11</b>	<i>Closing</i> <b>Jun-11</b>
Monthly Expenditures					
Slots Filled					
Amount Remaining:	\$0	\$0	\$0	\$0	\$0

\*Includes Match

County: \_\_\_\_\_

Program Period: February 1, 2010 to June 30, 2011

Budget Category	A. Total Budget	B. Administrative		C. Enrollee Wages Fringe Benefits	D. Program/Other Costs
1. Personnel	0				
2. Fringe Benefits	0				
3. Equipment					
4. Travel	0				
5. Maintenance & Operations	0				
6. Other Expenses	0				
7. Subcontracts	0				
8. Total Budget Lines 1-7	0		0	0	0
9. Total Federal Funds Requested	0	*	**	***	
	#DIV/0!	%			
10. Non Federal Matching Funds	0	*			
	#DIV/0!	%			
<p>* 10% of Total budget should come from non federal funding sources.                      ** Federal share of Administration is not to exceed 9.45% of the Federal funds requested.                      *** Federal share of Enrollee Wages and Fringe Benefits must be at least 75% of the Federal funds requested.</p>					

**1. Personnel:** Complete for each administrative/supervisory position. Enter name, title and location (Staff identified on the personnel roster whose salary in column 10 is exclusively Title V need not be listed)

Name	Title	Annual Salary	Chargeable to Title V	
			%	
_____	_____			0
_____	_____			0
_____	_____			0
_____	_____			0
Sum of Personnel Roster Column 10 amounts that are exclusively Title V Enrollee wages				0
Total Number of enrollees: _____				
Rate per hour: \$ _____				
<b>Total</b>				0

**2. Fringe Benefits:**

**Staff:** Composite Percentage \_\_\_\_\_%

Amount

**Enrollees:** the following must be provided:

Social Security \_\_\_\_\_% Workers Compensation \_\_\_\_\_%

Physical Examinations \_\_\_\_\_% Unemployment Insurance \* \_\_\_\_\_%

Disability (Nor-for-Profits only) \_\_\_\_\_%

Composite Percentage: \_\_\_\_\_%

Amount

\* Note: County can elect not to pay unemployment until claim is filed, there, a 0% entry may occur.

**Total Fringe Benefits AAA Staff and Title V Enrollees**

Title V
_____
_____
_____
_____
0

**3. Equipment:** (Equipment having a unit cost of \$1,000 or more must be described in detail here. Other equipment items with a unit cost of less than \$1,000 can be described in narrative form at the bottom of this section.)

Item & description (unit cost of \$1,000 or more)	Quantity	Unit Purchase Price	Annual Unit Rental Price	Amount Chargeable to Program

Briefly describe equipment items with a unit cost of less than \$1,000.

	<b>Title V Program Total</b>	0
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**Supporting Budget Schedule - Title V - Continued**

County: \_\_\_\_\_  
 Program Period: \_\_\_\_\_

**4. Travel:** *Per USDoL directive, mileage reimbursement cannot exceed \$ .50 per mile*

**5. Maintenance and Operations:**  
 Rental costs:   
 Other maintenance & Operations costs:   
**Total** 0

**6. Other Expenses:** (List Specific items and cost)   
 Training: \$ \_\_\_\_\_ Conferences/Seminars: \$ \_\_\_\_\_   
 Bonding: \$ \_\_\_\_\_ Other: \* \$ \_\_\_\_\_   
 \* Specify   
**Total**

**7. Subcontracts:** List each contract and amount. *A copy of the contract must be submitted to NYSOFA before reimbursement will be made.*

Subcontractor	NYSOFA use only Contract rec'd	Total Amount Title V Program
Total number of Subcontracts: _____	<b>Total</b>	0

**9. Federal Funds:**  
 Title V Base Allocation: \_\_\_\_\_  
 Reallocated/Supplemental Funds \_\_\_\_\_  
**Total** 0

**10. Non-Federal Matching Funds:**

Source	Check (✓) if In-kind	Amount
	<b>Total</b>	0