

NEW YORK STATE OFFICE FOR THE AGING

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Andrew M, Cuomo, Governor

Greg Olsen, Acting Director

An Equal Opportunity Employer

PROGRAM INSTRUCTION

Number 11-PI-01

Supersedes

Expiration Date

DATE: February 8, 2011

TO: Area Agency on Aging Directors
Title V Program

**SUBJECT: Reallocation of Title V Senior Community Service
Employment Program (SCSEP) Funds**

ACTION REQUESTED: All Title V subgrantees must review this Program Instruction on the reallocation of Title V (SCSEP) funding for the 2010-2011 program year and respond by **February 28, 2011**.

All subgrantees must complete the attached form by selecting one of the three options: A) Returning Title V Funds; B) Requesting Additional Title V funds; or C) No Funding Change.

RESPONSE DUE DATE: February 28, 2011

PURPOSE: The purpose of this Program Instruction is to transmit the NYSOFA Title V 2010-11 Program Reallocation form and instructions to be used in making Title V reallocation decisions. All Title V subgrantees must complete and return the form to NYSOFA to indicate whether or not they will be requesting funds.

BACKGROUND: The Title V Program does not usually permit a carry-over of funds. Thus it is very important that NYSOFA take steps to ensure that all of the funds are spent during the program year. We ask that all projects assume an expenditure goal of at least 95% and ask that you take steps to achieve that level of efficiency in regard to federal expenditures.

NYSOFA provides Title V subgrantees an opportunity to voluntarily return Title V funds that they do not anticipate spending. The funds that are returned will be reallocated to other NYSOFA Title V subgrantees that indicate both capacity and interest to spend beyond their initial allocation. Returning funds which will not be spent will lower your final allocation and make it easier to achieve a 95% or better expenditure rate.

NYSOFA will continue to monitor accrued expenditures and other program data including levels of service and unsubsidized placements. Reallocation awards will be based on criteria including total expenditures to date, unsubsidized placements, intended use of additional funds and past and present program performance.

Our goal is to have all available resources used on behalf of low income older workers. We will track expenditures and contact subgrantees that are under-spending to help them achieve a 95% expenditure rate. Our review will be based on the second and third quarter expenditures.

Expenditures that exceed projected levels are a concern and require corrective action. Any Title V funds reallocated as part of this process will not be used solely to remedy over-expenditures. However, having expenditures over projected levels, by itself, will not disqualify a project from requesting additional funds. Projects that propose to use reallocated funds for FastTrack (On-the-Job Experience) or other services designed to improve unsubsidized employment will be given priority. Additional funding cannot be used to pay for increased participant hours.

All funds expended must meet grant requirements (at least 75% of federal funds expended for Enrollee Wages and Fringe Benefits; no more than 9.45% of federal funds expended for Administrative costs).

All programs will continue to receive their future Title V allocations based on the state formula we use every year regardless if they choose to return or request additional funding.

AAAs that do not wish to return or receive additional funds must still complete the reallocation form and check Box C.

Instructions for Increasing/Decreasing Title V Funding:

All subgrantees must complete and return the attached Reallocation Form to the NYSOFA Employment Unit, selecting either Option A, Option B or Option C. Forms not received by the deadline, will not be considered for receipt of reallocated funds.

1. Subgrantees should review their spending in Title V based upon the expenditures between July 1, 2010 and December 31, 2010 as reported or planned to be reported to NYSOFA in the Area Agency CAARS reporting system.

2. Subgrantees that wish to return funding for reallocation may do so by checking the box in Part A of the attached reallocation form and provide the information requested.

3. Subgrantees that want additional funds and are within 10% of projected expenditures should complete Part B of the enclosed form.

Grantees receiving additional funds will be expected to attain at least a 95% expenditure rate of all funds by June 30, 2011. Therefore, we ask that subgrantees only request what they can expend.

4. All subgrantees must complete the form and return it to NYSOFA by **February 28, 2011**, even if there is no change. If you choose to fax your reply, no additional "hard copy" is required. Please fax to Tim Kovarik at (518) 486-2225.

PROGRAMS AFFECTED:

Title III-B

Title III-C-1

Title III-C-2

Title III-D

Title III-E

Title III-F

CSE

SNAP

Energy

EISEP

Cash-in-Lieu

Title V

HIICAP

LTCOP

Other:

CONTACT PERSON: Tim Kovarik

TELEPHONE: (518) 474-7252

