

**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

<b>PROGRAM INSTRUCTION</b>	<b>Number 11-PI-12</b>
	<b>Supersedes</b>
	<b>Expiration Date</b>

**DATE:** August 1, 2011

**TO:** Area Agency on Aging Directors

**SUBJECT:** FFY 2011 Title III Transfers, Carryover and Budget  
Modifications

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**ACTION REQUESTED:** Area agencies on aging (AAAs) must review their current FFY 2011 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 NYSOFA records. Each AAA must ensure that the revised budgets for all Title III programs reflect the correct base allocations and actual FFY 2010 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 September 2, 2011. **NYSOFA will not be able to accommodate additional FFY 2011 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:** September 2, 2011

**BACKGROUND:** AAAs completed their initial FFY 2011 Title III applications based on the tentative allocation schedules transmitted via 10-PI-15, dated October 7, 2010. Subsequently, NYSOFA issued Program Instruction 11-PI-11, dated August 1, 2011, which transmitted final Title III allocation schedules for FFY 2011. 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 2010 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 2011 base allocation. In accordance with federal regulations, transfers cannot be accomplished after the end of the federal fiscal year (i.e., September 30, 2011) 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 2011 transfer(s), needs to finalize carryover or make 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 September 2, 2011.

The September 2, 2011 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 2011 funding must be obligated by September 30, 2011. Therefore, each AAA must complete a budget modification to increase their Title III programs to the full funding level by the required date (i.e., September 2, 2011) 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)

<b>PROGRAMS AFFECTED:</b>	<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"/> Title III-D	<input type="checkbox"/> Title III-E	<input type="checkbox"/> CSE	<input type="checkbox"/> SNAP	<input type="checkbox"/> Energy
<input type="checkbox"/> EISEP	<input type="checkbox"/> Cash-in-Lieu	<input type="checkbox"/> Title V	<input type="checkbox"/> HIICAP	<input type="checkbox"/> LTCOP
<input type="checkbox"/> Other:				

**CONTACT PERSON:**

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

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-B TRANSFER SCHEDULE  
 FFY 2011

PI: 11-PI-12  
 Date: 8/1/2011

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-C-1	From(To) III-C-2	REVISED AWARD
ALBANY	\$295,637		(\$7,659)	\$287,978
ALLEGANY	55,579			55,579
BROOME	235,568			235,568
CATTARAUGUS	87,430			87,430
CAYUGA	90,209			90,209
CHAUTAUQUA	167,592	94,712		262,304
CHEMUNG	118,439			118,439
CHENANGO	61,564			61,564
CLINTON	80,161			80,161
COLUMBIA	75,453			75,453
CORTLAND	49,840			49,840
DELAWARE	69,260			69,260
DUTCHESS	240,913	60,000		300,913
ERIE	1,134,952	130,000		1,264,952
ESSEX	49,840			49,840
FRANKLIN	55,792			55,792
FULTON	69,345			69,345
GENESEE	60,067	15,000		75,067
GREENE	60,923			60,923
HERKIMER	86,361			86,361
JEFFERSON	100,683			100,683
LEWIS	49,840			49,840
LIVINGSTON	51,945			51,945
MADISON	65,839			65,839
MONROE	689,818			689,818
MONTGOMERY	70,330			70,330
NASSAU	1,306,103			1,306,103
NIAGARA	244,333			244,333
ONEIDA	282,811			282,811
ONONDAGA	457,670			457,670
ONTARIO	93,201	35,000		128,201
ORANGE	269,343			269,343
ORLEANS	49,840			49,840
OSWEGO	113,295			113,295
OTSEGO	69,260			69,260
PUTNAM	67,550			67,550
RENSSELAER	144,932			144,932
ROCKLAND	252,456			252,456
ST. LAWRENCE	121,418			121,418
SARATOGA	160,965			160,965
SCHENECTADY	163,529			163,529
SCHOHARIE	49,840			49,840
SCHUYLER	49,840			49,840
SENECA	49,840			49,840
STEUBEN	111,506			111,506
SUFFOLK	1,192,593			1,192,593
SULLIVAN	92,988			92,988
TIOGA	49,840			49,840
TOMPKINS	64,984			64,984
ULSTER	181,485			181,485
WARREN/HAMILTON	99,679			99,679
WASHINGTON	63,274			63,274
WAYNE	89,354	26,000		115,354
WESTCHESTER	935,221	227,363	158,442	1,321,026
WYOMING	49,840			49,840
YATES	49,840	17,511	9,243	76,594
NEW YORK CITY	10,446,259			10,446,259
SENECA INDIAN RES	33,145			33,145
ST. REGIS MOHAWK	33,145			33,145
TOTAL	\$21,612,759	\$605,586	\$160,026	\$22,378,371

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-C-1 TRANSFER SCHEDULE  
 FFY 2011

PI: 11-PI-12  
 Date: 8/1/2011

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-B	From(To) III-C-2	REVISED AWARD
ALBANY	\$374,915		(\$13,987)	\$360,928
ALLEGANY	70,483			70,483
BROOME	298,740			298,740
CATTARAUGUS	110,875			110,875
CAYUGA	114,399		(46,104)	68,295
CHAUTAUQUA	212,533	(94,712)	6,864	124,685
CHEMUNG	129,924			129,924
CHENANGO	78,073			78,073
CLINTON	101,658			101,658
COLUMBIA	95,510			95,510
CORTLAND	74,989			74,989
DELAWARE	87,833			87,833
DUTCHESS	305,517	(60,000)	(66,000)	179,517
ERIE	1,436,643	(130,000)		1,306,643
ESSEX	61,537			61,537
FRANKLIN	73,869		(29,000)	44,869
FULTON	87,779		(25,000)	62,779
GENESEE	76,176	(15,000)	(10,000)	51,176
GREENE	77,261			77,261
HERKIMER	109,519		(44,000)	65,519
JEFFERSON	127,683		(35,000)	92,683
LEWIS	58,331			58,331
LIVINGSTON	65,874			65,874
MADISON	83,495			83,495
MONROE	874,800			874,800
MONTGOMERY	89,189		(20,000)	69,189
NASSAU	1,656,347			1,656,347
NIAGARA	309,854			309,854
ONEIDA	358,649		(120,000)	238,649
ONONDAGA	580,399			580,399
ONTARIO	118,194	(35,000)		83,194
ORANGE	341,571			341,571
ORLEANS	58,331			58,331
OSWEGO	143,677		(40,000)	103,677
OTSEGO	87,833		(27,500)	60,333
PUTNAM	85,663			85,663
RENSSELAER	183,797			183,797
ROCKLAND	320,155			320,155
ST. LAWRENCE	153,978			153,978
SARATOGA	204,129		(115,000)	89,129
SCHENECTADY	207,382			207,382
SCHOHARIE	58,331		(23,348)	34,983
SCHUYLER	58,331			58,331
SENECA	58,331			58,331
STEUBEN	141,147			141,147
SUFFOLK	1,512,400			1,512,400
SULLIVAN	117,924			117,924
TIOGA	63,293		(20,000)	43,293
TOMPKINS	82,411			82,411
ULSTER	230,153		(161,195)	68,958
WARREN/HAMILTON	119,374		(36,000)	83,374
WASHINGTON	80,242			80,242
WAYNE	113,315	(26,000)	16,000	103,315
WESTCHESTER	1,186,009	(227,363)		958,646
WYOMING	58,331		(20,000)	38,331
YATES	58,331	(17,511)		40,820
NEW YORK CITY	13,247,514			13,247,514
SENECA INDIAN RES	58,331			58,331
ST. REGIS MOHAWK	58,331		(13,778)	44,553
TOTAL	\$27,389,663	(\$605,586)	(\$843,048)	\$25,941,029

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-C-2 TRANSFER SCHEDULE  
 FFY 2011

PI: 11-PI-12  
 Date: 8/1/2011

PLANNING AND SERVICE AREA	FINAL ALLOCATION	From(To) III-B	From(To) III-C-1	REVISED ALLOCATION
ALBANY	\$176,761	\$7,659	\$13,987	\$198,407
ALLEGANY	33,231			33,231
BROOME	140,847			140,847
CATTARAUGUS	52,273			52,273
CAYUGA	53,936		46,104	100,040
CHAUTAUQUA	100,203		(6,864)	93,339
CHEMUNG	60,710			60,710
CHENANGO	36,809			36,809
CLINTON	47,928			47,928
COLUMBIA	43,711			43,711
CORTLAND	30,755			30,755
DELAWARE	41,411			41,411
DUTCHESS	144,041		66,000	210,041
ERIE	667,806			667,806
ESSEX	30,755			30,755
FRANKLIN	33,358		29,000	62,358
FULTON	40,004		25,000	65,004
GENESEE	35,915		10,000	45,915
GREENE	36,426			36,426
HERKIMER	51,635		44,000	95,635
JEFFERSON	60,199		35,000	95,199
LEWIS	30,755			30,755
LIVINGSTON	31,058			31,058
MADISON	39,366			39,366
MONROE	412,443			412,443
MONTGOMERY	42,049		20,000	62,049
NASSAU	780,917			780,917
NIAGARA	146,087			146,087
ONEIDA	169,093		120,000	289,093
ONONDAGA	273,641			273,641
ONTARIO	55,724			55,724
ORANGE	161,041			161,041
ORLEANS	30,755			30,755
OSWEGO	67,739		40,000	107,739
OTSEGO	41,411		27,500	68,911
PUTNAM	40,387			40,387
RENSSELAER	86,656			86,656
ROCKLAND	150,943			150,943
ST. LAWRENCE	72,597			72,597
SARATOGA	96,241		115,000	211,241
SCHENECTADY	97,774			97,774
SCHOHARIE	30,755		23,348	54,103
SCHUYLER	30,755			30,755
SENECA	30,755			30,755
STEUBEN	66,461			66,461
SUFFOLK	713,050			713,050
SULLIVAN	55,597			55,597
TIOGA	30,755		20,000	50,755
TOMPKINS	38,854			38,854
ULSTER	108,511		161,195	269,706
WARREN/HAMILTON	61,510		36,000	97,510
WASHINGTON	37,832			37,832
WAYNE	53,424		(16,000)	37,424
WESTCHESTER	559,168	(158,442)		400,726
WYOMING	30,755		20,000	50,755
YATES	30,755	(9,243)		21,512
NEW YORK CITY	6,245,813			6,245,813
SENECA INDIAN RES.	30,755			30,755
ST. REGIS MOHAWK	30,755		13,778	44,533
TOTAL	\$12,931,651	(\$160,026)	\$843,048	\$13,614,673