

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor  
An Equal Opportunity Employer

Greg Olsen, Acting Director

**PROGRAM INSTRUCTION**

**Number 12-PI-10 Revised**

**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:**

- |                                      |                                       |   |   |   |
|--------------------------------------|---------------------------------------|---|---|---|
| <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

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-B TRANSFER SCHEDULE  
 FFY 2012

PI: 12-PI-10  
 Date: 7/30/12

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-C-1	From(To) III-C-2	REVISED AWARD
ALBANY	\$295,943		(\$39,800)	\$256,143
ALLEGANY	55,637			55,637
BROOME	235,813			235,813
CATTARAUGUS	87,520			87,520
CAYUGA	90,302			90,302
CHAUTAUQUA	167,765	59,403		227,168
CHEMUNG	117,265			117,265
CHENANGO	61,628			61,628
CLINTON	80,244			80,244
COLUMBIA	74,706			74,706
CORTLAND	49,859			49,859
DELAWARE	69,332			69,332
DUTCHESS	241,163	60,000		301,163
ERIE	1,123,708	130,000		1,253,708
ESSEX	49,346			49,346
FRANKLIN	55,850			55,850
FULTON	68,658			68,658
GENESEE	60,130	15,000		75,130
GREENE	60,986			60,986
HERKIMER	86,451			86,451
JEFFERSON	100,788			100,788
LEWIS	49,346			49,346
LIVINGSTON	51,999			51,999
MADISON	65,908			65,908
MONROE	690,534			690,534
MONTGOMERY	70,401			70,401
NASSAU	1,307,457			1,307,457
NIAGARA	244,587			244,587
ONEIDA	283,105			283,105
ONONDAGA	458,144			458,144
ONTARIO	93,298	35,000		128,298
ORANGE	269,622			269,622
ORLEANS	49,346	(14,803)		34,543
OSWEGO	113,413			113,413
OTSEGO	69,332			69,332
PUTNAM	67,619			67,619
RENSSELAER	145,083			145,083
ROCKLAND	252,718			252,718
ST. LAWRENCE	121,544			121,544
SARATOGA	161,132			161,132
SCHENECTADY	163,699			163,699
SCHOHARIE	49,346			49,346
SCHUYLER	49,346			49,346
SENECA	49,346			49,346
STEUBEN	111,272			111,272
SUFFOLK	1,193,830			1,193,830
SULLIVAN	93,085			93,085
TIOGA	49,346			49,346
TOMPKINS	65,052			65,052
ULSTER	181,674			181,674
WARREN/HAMILTON	98,691			98,691
WASHINGTON	63,340			63,340
WAYNE	89,446	15,875		105,321
WESTCHESTER	936,191	136,478	123,449	1,196,118
WYOMING	49,346			49,346
YATES	49,346	17,336	9,141	75,823
NEW YORK CITY	10,457,087			10,457,087
SENECA INDIAN RES	32,817			32,817
ST. REGIS MOHAWK	32,817			32,817
TOTAL	\$21,612,759	\$454,289	\$92,790	\$22,159,838

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-C-1 TRANSFER SCHEDULE  
 FFY 2012

PI: 12-PI-10  
 Date: 7/30/12

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-C-1	From(To) III-C-2	REVISED AWARD
ALBANY	\$375,282		(\$11,893)	\$363,389
ALLEGANY	70,552			70,552
BROOME	299,031			299,031
CATTARAUGUS	110,983			110,983
CAYUGA	114,511		(25,628)	88,883
CHAUTAUQUA	212,740	(59,403)	(9,435)	143,902
CHEMUNG	128,892			128,892
CHENANGO	78,149			78,149
CLINTON	101,758			101,758
COLUMBIA	94,623			94,623
CORTLAND	74,292			74,292
DELAWARE	87,919			87,919
DUTCHESS	305,815	(60,000)	(66,000)	179,815
ERIE	1,423,299	(130,000)		1,293,299
ESSEX	61,598			61,598
FRANKLIN	73,183		(29,000)	44,183
FULTON	86,964		(25,000)	61,964
GENESEE	76,250	(15,000)		61,250
GREENE	77,336			77,336
HERKIMER	109,627		(44,000)	65,627
JEFFERSON	127,807		(45,000)	82,807
LEWIS	57,789			57,789
LIVINGSTON	65,939			65,939
MADISON	83,577			83,577
MONROE	875,655			875,655
MONTGOMERY	89,275		(35,710)	53,565
NASSAU	1,657,965			1,657,965
NIAGARA	310,156			310,156
ONEIDA	359,000		(120,000)	239,000
ONONDAGA	580,965			580,965
ONTARIO	118,310	(35,000)		83,310
ORANGE	341,904			341,904
ORLEANS	57,789	14,803		72,592
OSWEGO	143,817		(40,000)	103,817
OTSEGO	87,919		(27,500)	60,419
PUTNAM	85,747			85,747
RENSSELAER	183,977			183,977
ROCKLAND	320,468			320,468
ST. LAWRENCE	154,128			154,128
SARATOGA	204,329		(81,731)	122,598
SCHENECTADY	207,585			207,585
SCHOHARIE	57,789		(23,115)	34,674
SCHUYLER	57,789			57,789
SENECA	57,789			57,789
STEUBEN	141,103			141,103
SUFFOLK	1,513,877			1,513,877
SULLIVAN	118,038			118,038
TIOGA	62,705			62,705
TOMPKINS	82,492			82,492
ULSTER	230,378		(118,265)	112,113
WARREN/HAMILTON	118,265		(36,000)	82,265
WASHINGTON	80,321			80,321
WAYNE	113,425	(15,875)	12,000	109,550
WESTCHESTER	1,187,168	(136,478)		1,050,690
WYOMING	57,789		(20,000)	37,789
YATES	57,789	(17,336)		40,453
NEW YORK CITY	13,260,463			13,260,463
SENECA INDIAN RES	57,789			57,789
ST. REGIS MOHAWK	57,789		(13,659)	44,130
TOTAL	\$27,389,663	(\$454,289)	(\$759,936)	\$26,175,438

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-C-2 TRANSFER SCHEDULE  
 FFY 2012

PI: 12-PI-10  
 Date: 7/30/12

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-C-1	From(To) III-C-2	REVISED AWARD
ALBANY	\$172,131	\$39,800	\$11,893	\$223,824
ALLEGANY	32,360			32,360
BROOME	137,157			137,157
CATTARAUGUS	50,904			50,904
CAYUGA	52,523		25,628	78,151
CHAUTAUQUA	97,578		9,435	107,013
CHEMUNG	59,120			59,120
CHENANGO	35,845			35,845
CLINTON	46,672			46,672
COLUMBIA	42,565			42,565
CORTLAND	29,949			29,949
DELAWARE	40,326			40,326
DUTCHESS	140,268		66,000	206,268
ERIE	650,313			650,313
ESSEX	29,949			29,949
FRANKLIN	32,485		29,000	61,485
FULTON	38,956		25,000	63,956
GENESEE	34,974			34,974
GREENE	35,472			35,472
HERKIMER	50,283		44,000	94,283
JEFFERSON	58,622		45,000	103,622
LEWIS	29,949			29,949
LIVINGSTON	30,245			30,245
MADISON	38,335			38,335
MONROE	401,639			401,639
MONTGOMERY	40,947		35,710	76,657
NASSAU	760,461			760,461
NIAGARA	142,260			142,260
ONEIDA	164,663		120,000	284,663
ONONDAGA	266,473			266,473
ONTARIO	54,264			54,264
ORANGE	156,822			156,822
ORLEANS	29,949			29,949
OSWEGO	65,964		40,000	105,964
OTSEGO	40,326		27,500	67,826
PUTNAM	39,329			39,329
RENSSELAER	84,386			84,386
ROCKLAND	146,989			146,989
ST. LAWRENCE	70,695			70,695
SARATOGA	93,720		81,731	175,451
SCHENECTADY	95,213			95,213
SCHOHARIE	29,949		23,115	53,064
SCHUYLER	29,949			29,949
SENECA	29,949			29,949
STEUBEN	64,720			64,720
SUFFOLK	694,371			694,371
SULLIVAN	54,141			54,141
TIOGA	29,949			29,949
TOMPKINS	37,837			37,837
ULSTER	105,669		118,265	223,934
WARREN/HAMILTON	59,898		36,000	95,898
WASHINGTON	36,841			36,841
WAYNE	52,024		(12,000)	40,024
WESTCHESTER	544,520	(123,449)		421,071
WYOMING	29,949		20,000	49,949
YATES	29,949	(9,141)		20,808
NEW YORK CITY	6,082,200			6,082,200
SENECA INDIAN RES	29,949			29,949
ST. REGIS MOHAWK	29,949		13,659	43,608
TOTAL	\$12,592,894	(\$92,790)	\$759,936	\$13,260,040