

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

PROGRAM INSTRUCTION	Number 13-PI-03
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DATE: February 25, 2013

TO: Area Agency on Aging Directors
Title V Program Coordinators

SUBJECT: Reallocation of Title V Funds

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ACTION REQUESTED: All Title V subgrantees must review this Program Instruction and respond by March 22, 2013. Subgrantees are asked to review the instructions and 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: March 22, 2013

PURPOSE: The purpose of this Program Instruction is to transmit the New York State Office for the Aging (NYSOFA) Title V 2012-13 Program Reallocation form and instructions to be used in making Title V reallocation decisions. All Title V subgrantees must return the form to NYSOFA whether or not they are requesting funds.

BACKGROUND: Unlike Titles III and VII of the Older Americans Act and programs under the Workforce Investment Act, Title V does not permit carry-over. 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.

Continued under-expenditure may result in future adjustments to initial allocations or loss of enrollee slots. Any funds you cannot use should be returned for redistribution.

Title V subgrantees are given the opportunity to voluntarily return Title V funds not likely to be spent. 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. Subgrantees that wish to return funding for reallocation may do so by checking the box in Part A of the attached reallocation form and providing the information requested.

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.

As it is our goal to see all available resources used on behalf of low income older workers, we will be tracking expenditures closely and following up with subgrantees that appear to be under-spending to assure us that they will 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 to remedy over-expenditure. 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. We will not allow increased participant hours as a means to spend additional funding.

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).

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, indicating a preference for Part A, B, or 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, 2012 and December 31, 2012 reported to NYSOFA in the Area Agency CAARS reporting system. Use actual 6 month spending, along with other variables to estimate your full 12 month spending.

2. Subgrantees that are returning funds should complete Part A of the attached form.

3. Subgrantees that want additional funds and are within 10% of projected expenditures should complete Part B of the enclosed form. You will be expected to attain at least a 95% expenditure rate of all funds by June 30, 2013. Please ask only for what you need; do not request more than you can spend.

4. All subgrantees must complete the form and return it to NYSOFA by **March 22, 2013**, 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:

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|--------------------------------------|--|--|---|---------------------------------|
| <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"/> CSE | <input type="checkbox"/> SNAP |
| <input type="checkbox"/> Energy | <input type="checkbox"/> EISEP | <input type="checkbox"/> Cash-in-Lieu | <input checked="" type="checkbox"/> Title V | <input type="checkbox"/> HIICAP |
| <input type="checkbox"/> LTCOP | <input type="checkbox"/> Other: | | | |

CONTACT PERSON: Tim Kovarik

TELEPHONE: (518) 474-7252

