

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-16
	Supersedes
	Expiration Date

DATE: August 2, 2013

TO: Area Agencies on Aging
NY Connects Lead Agencies
Local Departments of Social Services (LDSS)
NY Connects Coordinators

SUBJECT: Application Procedures for NY Connects: *Choices for Long Term Care*
Program for the Period 10/1/13 to 9/30/14

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ACTION REQUESTED:

Complete the attached application for NY Connects Program for the Period 10/1/13 to 9/30/14. Area Agencies on Aging (AAAs) must collaborate with the Local Departments of Social Services (LDSS) and any other NY Connects lead agencies to develop its 2013-14 NY Connects Program application.

RESPONSE DUE DATE:

Applications and original signed cover page must be sent to NYSOFA by September 4, 2013.

Mail one (1) signed original cover page via US Postal Service to:

Celeste Farhart
Bureau of Programs, Services and Systems Integration
NY State Office for the Aging
Two Empire State Plaza, 4th floor
Albany, NY 12223

Electronically submit the completed application, which includes the Program Workplan and Budget Justification, the Standard Assurances, and the Budget to:

Celeste.Farhart@ofa.state.ny.us

BACKGROUND:

NY Connects: *Choices for Long Term Care* is an essential component of the State's efforts to rebalance the long term services and supports system so that people can live independently and remain at home and in their communities.

NY Connects: *Choices for Long Term Care* (NY Connects) complies with federal statute as prescribed by the 2006 Reauthorization of the Older Americans Act and is statutorily mandated through the New York State Elder Law §203(8).

The core functions of the NY Connects program include the provision of Information and Assistance on long term services and supports for older adults and individuals of all ages with disabilities, as well as their caregivers; upholding an active local Long Term Care Council; and an ongoing Public Education campaign to promote the program. Currently, there are 53 local NY Connects programs.

As a result of establishing NY Connects, the Administration for Community Living (ACL) and Centers for Medicare and Medicaid Services (CMS) recognize New York as an Aging and Disability Resource Center (ADRC) state and as a partner in the national movement to redesign the long term services and supports system. As an ADRC state, New York has been able to secure Federal funding to enhance/expand the NY Connects program in various capacities. These have included developing access to consumer directed services through the Community Living Program (formally the Nursing Home Diversion and Modernization Program) and the Veteran Directed Home and Community Services Program; partnering with the Health Insurance Information Counseling and Assistance Program (HIICAP) to conduct outreach and provide assistance to low income Medicare beneficiaries to help maximize their use of available benefits; expand public awareness and access to respite services across the lifespan for individuals of all ages and disabilities; promoting and delivering evidence-based programs such as the Chronic Disease Self-Management Program and the Care Transitions Intervention; and offering Options Counseling, an enhanced Information and Assistance function, that is now available from most NY Connects programs.

PURPOSE OF FUNDING:

The purpose of this funding is to support local programs in the delivery and enhancement of NY Connects that includes the essential components of Information and Assistance (including Screenings), Options Counseling, Application Assistance, Public Education and the continued engagement of Local Long Term Care Councils (LTCCs).

BUDGET DIRECTION:

The NY Connects Allocation Schedule and the NY Connects Program Budget are included in this packet. The Supporting Budget Schedule pages contained within the Program Budget form automatically calculate the total for each section and populate the totals to the Summary Budget. The local NY Connects program budget, as part of the grant application, must be consistent with the Standard Assurances and Program Workplan and adhere to the following:

1. Funds are to be used solely for NY Connects purposes. Local programs are to include personnel costs whenever feasible. It is understood that the fiscal allocation is not intended to cover the total cost of program operations. As a result, a county may individualize its NY Connects budget to include the appropriate operating expenses of its choice.

2. Along with contracts entered into under this program, personnel costs for county agencies other than the AAA are to be listed in the contracts and/or consultants section of the budget (e.g. LDSS) (In Supporting Budget Schedule Section 7). Please provide a brief description of the various titles being funded. Include what their role is related to the NY Connects core functions and/or administrative tasks associated with supporting the program.

3. For NY Connects staff to attend relevant conferences, indicate specific information about the conference including the type and sponsor and/or title of the conference, the names of staff attending, their role in NY Connects and why it is appropriate to allocate the costs to NY Connects (In Supporting Budget Schedule Section 4).

4. Contract/consultant costs are allowable in the NY Connects budget. Include type of contract and description in the budget. A copy of each contract or consultant agreement and corresponding budget must be submitted to NYSOFA before reimbursement will be made (In Supporting Budget Schedule Section 7).

5. Advertising and promotional materials in the form of informational brochures and educational materials are acceptable expenses. However, the cost of "give aways" may not exceed \$500 for the Period 10/1/13 to 9/30/14.

6. Public Education and Outreach costs are to be itemized (In Supporting Budget Schedule Section 6). Please provide a brief explanation of the activity and how it relates to NY Connects.

7. Reimbursement for technology or related technology costs associated with building or maintaining local directories of long term care services is not permitted under this funding stream as a result of the development of the State NY Connects Long Term Care Resource Directory. Costs such as personnel to update the resource listings in the State NY Connects Long Term Care Resource Directory will continue to be allowable charges to NY Connects funding.

8. All Information Technology (IT) costs are to be itemized and explained sufficiently to determine that only the IT costs attributable and allocable to NY Connects activities are charged to NY Connects funding. While it may be appropriate for NY Connects funding to pay for some client data reporting software, charging the full cost to NY Connects is not allowable. Client data is used to report on activities carried out under every funding program administered to the AAAs by NYSOFA. Therefore, it is reasonable and expected to see a substantial portion of the client data reporting software costs charged primarily to Title III as well as CSE, EISEP, SNAP, CSI, etc. in amounts commensurate with each program's use of the client level data. AAAs are free to charge as much of the client data software costs to local overmatch (i.e., not required match under any federal or State program). Use of overmatch is left entirely up to AAA discretion. In this context, IT costs for client data software includes such things as the number of licensing user fees, staff titles and associated costs, licensing agreement amount, maintenance costs, reporting upgrading fees, subscription fees, module costs and/or NY Connects website costs not related to the local resource directory (In Supporting Budget Schedule Section 6).

9. Information Technology subscription and licensing user fees associated with the NY Connects program must be allocated. Indicate the names, job titles and the total allocated cost of expenses (In Supporting Budget Schedule Section 6).

10. Allowable costs must be incurred by the AAA during the Program Year period of October 1, 2013 to September 30, 2014. Reimbursements for program year extensions are not permitted.

11. Allowable costs must be incurred by the AAA and paid before reimbursement claims may be submitted to NYSOFA. However, each program year, a NY Connects program may request an advance of up to 25 percent of its grant award, subject to formal notification by NYSOFA of grant approval.

12. **CLAIMING:** It is NYSOFA's policy to withhold 25 percent of the AAA's NY Connects allocation contingent on satisfactory completion of all reporting requirements for the contract period. NYSOFA will release the hold on the 25 percent of the allocation upon satisfactory completion of all reporting requirements for the contract period. At that time, the AAA will be reimbursed for any remaining claims for allowable expenses up to the full amount of the allocation.

MOU SUBMISSION:

1. The AAA agrees to collaborate with the Local Departments of Social Service (LDSS) and any other NY Connects partner agencies to maintain a current written and signed agreement (MOU) delineating the responsibilities of the lead entities, including but not limited to the provision of core functions, staffing, funding, administrative, and fiscal responsibilities. The AAA shall review, update as appropriate and submit the Agreement to NYSOFA with this application or in a timeframe approved by NYSOFA.

REPORT SUBMISSION:

The following reports and documents are required for the NY Connects Program for the Period 10/1/13 to 9/30/14. Reports are due the month following the close of the quarter.

January 30, 2014

- Quantitative Report
- LTCC meeting minutes and related reports

April 30, 2014

- Quantitative Report
- Qualitative Report
- Long Term Care Reform Log
- LTCC meeting minutes and related reports

August 30, 2014

- Quantitative Report
- LTCC meeting minutes and related reports

October 30, 2014

- Quantitative Report
- Qualitative Report
- Long Term Care Reform Log
- LTCC meeting minutes and related reports
- Revisions to MOUs, policy and procedures, as appropriate

NEXT STEPS: A conference call with the local programs will be scheduled to review grant application requirements. Vouchering procedures and forms, and the Qualitative and Quantitative reports with instructions will be sent under separate cover and a subsequent conference call is planned to explain the reporting requirements.

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"/> CSE | <input type="checkbox"/> SNAP | <input type="checkbox"/> Energy |
| <input type="checkbox"/> EISEP | <input type="checkbox"/> NSIP | <input type="checkbox"/> Title V | <input type="checkbox"/> HIICAP | <input type="checkbox"/> LTCOP |
- NY Connects

CONTACT PERSON: Stacey Agnello

TELEPHONE: (518) 474-8976

EMAIL: Stacey.Agnello@ofa.state.ny.us

**NEW YORK STATE OFFICE FOR THE AGING
GRANT APPLICATION COVER PAGE**

NY Connects Program for the Period 10/1/13 to 9/30/14

Program and Budget Period: October 1, 2013 to September 30, 2014

Area Agency on Aging: _____

Director: _____

Address: _____

_____ Zip: _____
Phone: (____)

_____ Email: _____
Contact person:

_____ Phone: (____)

The Area Agency on Aging agrees to comply with all applicable State and Federal laws and regulations as well as all of the conditions included in its Annual Implementation Plan and this application for funding as approved by NYSOFA.

_____ Title: _____
Name of person authorized to enter into agreement
with the New York State Office for the Aging

Signature of Authorized Person _____ Date: _____

NY CONNECTS - STANDARD ASSURANCES
Program Year: October 1, 2013 to September 30, 2014

The Area Agency on Aging (AAA), as grantee, understands that this Grant Agreement represents the completed grant application of the AAA, as approved by the New York State Office for the Aging (NYSOFA), and the AAA agrees to comply with New York State and Federal laws and regulations that are applicable to this Grant Agreement and to comply with the following requirements that govern the AAA's use of grant funds for the activities funded under this grant.

The AAA agrees that the Program Workplan and Budget, included in this Grant Agreement as approved by NYSOFA, are part of this Grant Agreement and shall not be modified without the written consent of NYSOFA.

The AAA shall furnish NYSOFA required supportive documentation for any such changes by utilizing the forms and procedures included in 05-PI-09 Modification Procedures for Grant Applications, dated June 15, 2005.

2. The AAA agrees to fulfill the reporting requirements of NYSOFA under this Grant Agreement. This includes submitting the required NYSOFA/NY Connects reports (the NY Connects Qualitative and Quantitative reports) within appropriate time frames. The AAA understands that NYSOFA will withhold 25 percent of the total allocation pending satisfactory completion of all reporting requirements for the contract period.
3. The AAA agrees that the Grant Agreement may not be assigned by the AAA or its right, title or interest therein assigned, transferred, conveyed, or disposed of without the prior consent, in writing, of NYSOFA.
4. The AAA agrees to submit Form AC3253-S CLAIM FOR PAYMENT for reimbursement of expenses incurred in the conduct of this Grant Agreement on a monthly basis and no later than at the end of each quarter.

The AAA will submit to NYSOFA the final voucher for expenses incurred in the conduct of this Grant Agreement as soon as possible and no later than sixty (60) days after the ending date of the grant period.

The AAA agrees that payment for claims for reimbursement based on allowable expenses in excess of 75 percent of the AAA's allocated award will be suspended until completion of all NY Connects reporting requirements as referenced in Standard Assurance #1.

5. The AAA agrees that state vouchers submitted for reimbursement of expenses incurred in the conduct of this Grant Agreement will not include any expenses which have been, or will be, reimbursed from other sources (e.g., other state or federal funds).
6. The AAA agrees to use the funds obtained under this Grant Agreement only for items of expense that are applicable to the activities set out in its Program Workplan and Budget. Allowable items of expense shall be reasonable, allocable and necessary to carry out the activities described in the Grant Agreement.

7. The AAA agrees to operate the NY Connects program in accordance with the most recent *NY Connects Program Standards (2006)*.
8. The AAA agrees to work collaboratively with the Local Departments of Social Service (LDSS) and any other NY Connects partner agencies to fulfill the requirements of the NY Connects Program.
9. The AAA agrees to collaborate with the Local Departments of Social Service (LDSS) and any other NY Connects partner agencies to maintain a current written and signed agreement (MOU) delineating the responsibilities of the lead entities, including but not limited to the provision of core functions, staffing, funding, administrative, and fiscal responsibilities. The AAA shall review, update as appropriate, and submit the Agreement to NYSOFA with this application or in a timeframe approved by NYSOFA.
10. The AAA agrees that the NYSOFA approved NY Connects *Information and Assistance Staff Training* is provided to the NY Connects Information and Assistance Specialists (I&A) and any other staff who provide direct information and assistance prior to their program delivery.
11. The AAA agrees that the NY Connects I&A Specialist(s) will conduct individualized, person-centered screening to guide the delivery of long term care options and possible services and supports to meet identified needs. Screening will consist of a preliminary evaluation of the individual's general social, medical and financial status and the availability of informal (e.g., caregiver) and formal (i.e., existing services) supports.
12. The AAA agrees that the NY Connects phone is answered in such a manner to indicate that the caller has reached the NY Connects program.
13. The AAA agrees to provide and document outreach and public education activities for populations of all ages needing long term services and supports including the private pay, those eligible for publicly funded services, and minority low-income, frail, vulnerable and limited English proficiency (LEP) populations as identified in NYSOFA's Equal Access and Targeting Policy in 12-PI-08.
14. The AAA agrees to recruit membership for the NY Connects Local Long Term Care Council (LTCC) that is representative of: all consumer populations served and include consumer and caregiver members; service providers; local governmental agencies; other stakeholders concerned about access, availability and delivery of long term services and supports; and, is reflective of the ethnic and cultural diversity within the county. The AAA will maintain a current NY Connects LTCC Membership Roster which must include contact information, organization and target population(s) represented.
15. The AAA agrees to convene local LTCC meetings at least three times a year.
16. The AAA agrees that the written policies and procedures for NY Connects are established and revised to clearly state the current operating principles of NY Connects.
17. The AAA agrees to work with health care systems, including but not limited to hospitals, health homes, medical homes, and other health care providers as well as other service

systems, as appropriate, through public education activities, collaboration, and referrals to NY Connects in efforts to support consumers' ability to remain successfully in the most appropriate and least restrictive environment.

18. The AAA agrees to maintain and at a minimum, annually update the listings of local long term care services, programs and providers in the NY Connects Long Term Care Resource Directory that are under its jurisdiction. The listings will comply with all policies that apply to the NY Connects Long Term Care Resource Directory, including the NY Connects Inclusion/Exclusion Criteria and Business Rules.
19. The AAA agrees to maintain a data collection system that supports the delivery of Information and Assistance and is in compliance with NYSOFA's mandated reporting requirements.
20. The AAA agrees to maintain an effective NY Connects infrastructure related to purpose and function in the areas of Information and Assistance, Options Counseling, Application Assistance, Public Education and local LTCCs.
21. The AAA agrees to implement either the NYSOFA NY Connects Program Satisfaction Survey or NYSOFA approved locally developed survey to determine satisfaction of individuals accessing NY Connects.
22. 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 NYSOFA may terminate the Grant Agreement immediately, upon written notice of termination to the Grantee.

NY Connects 2013-14 Workplan

GOAL 1: To engage in planning and collaboration in order to support and improve access to an integrated long term services and supports delivery system.

Deliverable:	Metric:
<p>1. A current written and signed MOU between the AAA, the local Department of Social Services and, if applicable other NY Connects partners is reviewed and updated as indicated.</p> <p>MOU must delineate the respective roles and responsibilities of each partner, including but not limited to:</p> <ul style="list-style-type: none"> • the provision of the core NY Connects functions of: <ul style="list-style-type: none"> - Screening, - Information and Assistance, - Options Counseling, - Public Education, - Long Term Care Council, - Evaluation - Data Collection and Reporting, • staffing, • funding, • administrative, and • fiscal responsibilities. 	<p>a. Copy of current signed and dated MOU.</p>
<p>2. During the contract period (October 1, 2013 – September 30, 2014), NY Connects staff will assist in streamlining access to services.</p>	<p>a. Description of what assistance NY Connects program staff currently provides with regard to applying for publicly funded benefits and supports (e.g., application assistance for Medicaid, Supplemental Nutrition Assistance Program (SNAP), Low-Income Subsidy for Medicare Prescription Drug Coverage ("Extra Help"), Medicare Savings Program, etc.</p> <p>b. Number of units of application assistance.</p>

NY Connects 2013-14 Workplan

GOAL 1: To engage in planning and collaboration in order to support and improve access to an integrated long term services and supports delivery system. (Cont'd.)	
Deliverable:	Metric:
3. By September 30, 2014, the Long Term Care Council will meet a minimum of three times to identify gaps in services and supports, duplication, and accessibility issues as well as making recommendations for system improvements and actions to achieve.	a. Meeting minutes from a minimum of three (3) Long Term Care Council meetings.
4. During the contract period (October 1, 2013 – September 30, 2014), the NY Connects program will collaborate with critical pathways to support care transitions and linkages to long term services and supports upon discharge.	a. Description of key elements of referral process with critical pathways and local service providers.
GOAL 2: To sustain and enhance a NY Connects program that serves individuals and caregivers in need of long term services and supports through the operation of core functions in a manner that supports their independence and self-determination.	
Deliverable:	Metric:
1. During the contract period (October 1, 2013 – September 30, 2014), NY Connects will provide objective Information and Assistance about services and supports available to consumers and caregivers to meet their identified needs.	a. Number of units of I & A.
2. During the contract period (October 1, 2013 – September 30, 2014), NY Connects will provide Options Counseling, as appropriate to assist consumers and their caregivers in making informed choices to meet their identified needs.	a. Number of units of Options Counseling. b. Description of two case scenarios of Options Counseling, including a summary of the outcome of the Options Counseling.
3. During the contract period (October 1, 2013 – September 30, 2014), NY Connects will provide Public Education to promote recognition of NY Connects as an access point for comprehensive and objective long term services and supports information and assistance by the public.	a. Units of Public Education.

NY Connects 2013-14 Workplan

<p>GOAL 2: To sustain and enhance a NY Connects program that serves individuals and caregivers in need of long term services and supports through the operation of core functions in a manner that supports their independence and self-determination. (Cont'd.)</p>	
<p>Deliverable:</p>	<p>Metric:</p>
<p>4. During the contract period (October 1, 2013 – September 30, 2014), staff providing Information and Assistance and/or Options Counseling will participate in training and educational opportunities that enhance their ability to provide up-to-date, comprehensive and objective information and assistance on long term services and supports.</p>	<p>a. Staff Training log.</p>
<p>GOAL 3: To evaluate visibility, effectiveness of NY Connects in serving individuals and caregivers in need of long term services and supports , as well as the impact of NY Connects on the local system of long term services and supports.</p>	
<p>Deliverable:</p>	<p>Metric:</p>
<p>1. By September 30, 2014, NY Connects program will evaluate the effectiveness of the provision of Information and Assistance through an approved Satisfaction Survey.</p>	<p>a. Summary of the process for administering the Satisfaction Survey, b. Satisfaction Survey findings. c. How the Satisfaction Survey findings will be used to make improvements to the NY Connects program.</p>
<p>2. By September 30, 2014, the NY Connects program in collaboration with its partners and the Long Term Care Council will work to improve the long term services and supports system. This may include new or expanded services and supports, quality improvements, and/or new partnerships and collaborations resulting in easy access to services and supports by individuals and caregivers.</p>	<p>a. Reform Log.</p>

NY Connects Program 2013-2014
SUMMARY BUDGET

PLEASE ENTER
ALLOCATION
AMOUNT

AAA: _____

Contract Period: October 1, 2013 - September 30, 2014

Budget Category		Budget Amount
1	Personnel	
2	Fringe Benefits	
3	Equipment	
4	Travel	
5	Maintenance and Operations	
6	Other Expenses	
7	Contracts and/or Consultants	
8	Total Budget (Sum of Lines 1-7)	
9	State Funds Requested	
10	Local Funds*	

Note: Total budget amount on Budget Summary must equal total budget amount on last page.

* The inclusion of local funding provided in support of NY Connects is optional.

**NY Connects Program 2013-14
Supporting Budget Schedule**

AAA: _____

1. Personnel - AAA salaries are listed here.(DSS and other <i>county</i> partners' salaries are listed in the contract section, as applicable.)						
	Complete for Each Position (N)ame, (T)itle, (L)ocation	Annual Salary	Hours worked on NY Connects per week	Chargeable to the program		Narrative justification: For each position, provide a brief summary of duties related to NY Connects.
			Total Hours worked per week	% of Time	Amount	
1	N					
	T					
	L					
2	N					
	T					
	L					
3	N					
	T					
	L					
4	N					
	T					
	L					
5	N					
	T					
	L					
6	N					
	T					
	L					
7	N					
	T					
	L					
8	N					
	T					
	L					
9	N					
	T					
	L					
10	N					
	T					
	L					
TOTAL Personnel						
<p>Note: If employee is paid a salary, then list the annual salary. If employee is not on salary, then list the hourly rate. When reporting the rate of pay on vouchering forms, the format (i.e., salary or hourly rate) must match this budget (although the actual salary or the hourly rate paid may be different than budgeted).</p> <p>2. Fringe Benefits Fringe Benefits should be directly proportional to that portion of personnel costs that are NY Connects related. Provide a clear justification if the expenses are not proportionally allocated.</p>						
Fringe Benefit Rate:		%		TOTAL Fringe		

NY Connects Program 2013-14 Supporting Budget Schedule

AAA: _____

3. Equipment: List all equipment items whether purchased or leased. For all leased equipment, a copy of the lease agreement must be submitted before reimbursement will be made. Provide a detailed description for all equipment with a unit cost of \$1,000 or more. For equipment with a unit cost of less than \$1,000, list the items and the total for these items under Miscellaneous Equipment.

ITEM AND DESCRIPTION	QUANTITY	UNIT PURCHASE PRICE	ANNUAL RENTAL PER UNIT	AMOUNT CHARGEABLE TO PROGRAM
MISCELLANEOUS EQUIPMENT - LIST ITEMS				
Enter sub-total cost from misc items →				
TOTAL Equipment				

4. Travel: List travel costs. Outline reason for travel and indicate the number of staff traveling.(e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., two people to 3-day training at \$X airfare, \$X lodging, \$X food).

Mileage: _____ miles @ _____ per mile	
Parking & Tolls	
Public Transportation	
Rental Vehicles (specify destination:)	
Other Travel Costs (specify)	
Reasons for Travel:	
TOTAL Travel	

NY Connects Program 2013-14 Supporting Budget Schedule

AAA: _____

5. Maintenance & Operations (in the space provided, detail each expense)														
Equipment Maintenance and Repair:														
Postage:														
Printing & Photocopying:														
Rent: For % charge to Prg" below, enter the percentage as a whole number (e.g., enter 5 for 5%, do not enter .05)														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Monthly rent)</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(% charge to prg)</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(No. of months)</td> <td style="width: 10%;"></td> </tr> <tr> <td style="padding: 5px;">Location:</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td rowspan="2" style="background-color: #cccccc;"></td> </tr> <tr> <td style="padding: 5px;">Owner:</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	(Monthly rent)	(% charge to prg)	(No. of months)		Location:				Owner:					
(Monthly rent)	(% charge to prg)	(No. of months)												
Location:														
Owner:														
Contracts and/or Consultants														
Supplies:														
Telephone:														
Utilities:														
TOTAL Maintenance and Operations														

NY Connects Program 2013-14 Supporting Budget Schedule

AAA: _____

6. Other Expenses: List specific item and cost.

Itemize all Public Education costs. Promotional materials in the form of informational brochures and the like are acceptable expenses. The cost of "give ways" cannot exceed \$500.

Itemize all Information Technology (IT) costs and provide a justification. This includes such things as the number of licensing user fees, for whom and associated cost, licensing agreement amount, maintenance cost, reporting upgrading fees and/or, NY Connects website costs. An itemized bill from the vendor will be accepted as documentation, as long as it breaks out the costs appropriately.

Public Education:

Information Technology:

Other (Specify):

TOTAL Other	

7. Contracts/Consultants: List each contractor or consultant and amount below. A copy of each contract or consultant agreement must be submitted to NYSOFA before reimbursement will be made. Complete and submit a Contractor Budget for each contractor that will receive 25% or more of your grant amount. For Consultants, please list unit rate (e.g., \$25 per hour) and Number of Units in the columns provided. (Note: If you hire a translator, language and/or sign interpreter, include the expense here.) DSS or other county partners' salaries are to be listed in this section.

Contractor/Consultant and description of service (List them individually)	# of Units (Consultant)	Total
TOTAL Contractors/Consultants		

8. Total Budget: (numbers 1-7)

9. Local Funds: Describe below

TOTAL Local Funds	

NY Connects Program 2013-2014
CONTRACTOR SUMMARY BUDGET

AAA: _____

Contract Period: October 1, 2013 - September 30, 2014

Budget Category		Budget Amount
1	Personnel	
2	Fringe Benefits	
3	Equipment	
4	Travel	
5	Maintenance and Operations	
6	Other Expenses	
7	Subcontractors and/or Consultants	
8	Total Budget (Sum of Lines 1-7)	

Note: Total budget amount on Budget Summary must equal total budget amount on last page.

**NY Connects Program 2013-14
Contractor - Supporting Budget Schedule**

AAA: _____

1. Personnel - Contractor salaries are listed here.						
	Complete for Each Position (N)ame, (T)itle, (L)ocation	Annual Salary	Hours worked on NY Connects per week	Chargeable to the program		Narrative justification: For each position, provide a brief summary of duties related to NY Connects.
			Total Hours worked per week	% of Time	Amount	
1	N					
	T					
	L					
2	N					
	T					
	L					
3	N					
	T					
	L					
4	N					
	T					
	L					
5	N					
	T					
	L					
6	N					
	T					
	L					
7	N					
	T					
	L					
8	N					
	T					
	L					
9	N					
	T					
	L					
10	N					
	T					
	L					
TOTAL Personnel						
<p>Note: If employee is paid a salary, then list the annual salary. If employee is not on salary, then list the hourly rate. When reporting the rate of pay on vouchering forms, the format (i.e., salary or hourly rate) must match this budget (although the actual salary or the hourly rate paid may be different than budgeted).</p>						
<p>2. Fringe Benefits- Fringe Benefits should be directly proportional to that portion of personnel costs that are NY Connects related. Provide a clear justification if the expenses are not proportionally allocated.</p>						
Fringe Benefit Rate:		%		TOTAL Fringe		

NY Connects Program 2013-14 Contractor - Supporting Budget Schedule

AAA: _____

3. Equipment: List all equipment items whether purchased or leased. For all leased equipment, a copy of the lease agreement must be submitted before reimbursement will be made. Provide a detailed description for all equipment with a unit cost of \$1,000 or more. For equipment with a unit cost of less than \$1,000, list the items and the total for these items under Miscellaneous Equipment.

ITEM AND DESCRIPTION	QUANTITY	UNIT PURCHASE PRICE	ANNUAL RENTAL PER UNIT	AMOUNT CHARGEABLE TO PROGRAM
MISCELLANEOUS EQUIPMENT - LIST ITEMS				
Enter sub-total cost from misc items →				
TOTAL Equipment				

4. Travel: List travel costs. Outline reason for travel and indicate the number of staff traveling.(e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., two people to 3-day training at \$X airfare, \$X lodging, \$X food).

Mileage: _____ miles @ _____ per mile	
Parking & Tolls	
Public Transportation	
Rental Vehicles (specify destination:)	
Other Travel Costs (specify)	
Reasons for Travel:	
TOTAL Travel	

NY Connects Program 2013-14 Contractor - Supporting Budget Schedule

AAA: _____

5. Maintenance & Operations (in the space provided, detail each expense)												
Equipment Maintenance and Repair:												
Postage:												
Printing & Photocopying:												
Rent: For % charge to Prg" below, enter the percentage as a whole number (e.g., enter 5 for 5%, do not enter .05)												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">(Monthly rent)</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">(% charge to prg)</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">(No. of months)</td> </tr> <tr> <td style="padding: 5px;">Location:</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Owner:</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	(Monthly rent)	(% charge to prg)	(No. of months)	Location:			Owner:					
(Monthly rent)	(% charge to prg)	(No. of months)										
Location:												
Owner:												
Subcontractors and/or Consultants												
Supplies:												
Telephone:												
Utilities:												
TOTAL Maintenance and Operations												

NY Connects Program 2013-14 Contractor - Supporting Budget Schedule

AAA: _____

6. Other Expenses: List specific item and cost.

Itemize all Public Education costs. Promotional materials in the form of informational brochures and the like are acceptable expenses. The cost of "give ways" cannot exceed \$500.

Itemize all Information Technology (IT) costs and provide a justification. This includes such things as the number of licensing user fees, for whom and associated cost, licensing agreement amount, maintenance cost, reporting upgrading fees and/or, NY Connects website costs. An itemized bill from the vendor will be accepted as documentation, as long as it breaks out the costs appropriately.

Public Education:

Information Technology:

TOTAL Other

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7. Subcontractors/Consultants: List each subcontractor or consultant and amount below. A copy of each subcontract or consultant agreement must be submitted to NYSOFA before reimbursement will be made. Complete and submit a Subcontractor Budget for each subcontractor that will receive 25% or more of your grant amount. For Consultants, please list unit rate (e.g., \$25 per hour) and Number of Units in the columns provided. (Note: If you hire a translator, language and/or sign interpreter, include the expense here.) DSS or other county partners' salaries are to be listed in this section.

Subcontractor/Consultant and description of service (List them individually)	# of Units (Consultant)	Total
TOTAL Subcontractors/Consultants		

8. Total Budget: (numbers 1-7)

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New York State Office for the Aging
 NY Connects - Local Assistance Program Allocations
 Program year 10/1/13 to 9/30/14
Allocation Schedule

13-PI-16
 8/2/2013

Area Agency <u>On Aging</u>	<u>10/01/2013 - 09/30/2014</u>
Albany	\$62,141
Allegany	43,289
Broome	59,348
Cattaraugus	48,177
Cayuga	44,685
Chautauqua	57,253
Chemung	45,384
Chenango	43,987
Clinton	44,685
Columbia	43,987
Cortland	43,289
Delaware	43,987
Dutchess	60,046
Erie	175,947
Essex	43,289
Franklin	50,969
Fulton	43,987
Genesee	43,987
Greene	43,987
Herkimer	43,987
Jefferson	45,384
Lewis	42,591
Livingston	43,987
Madison	43,987
Monroe	162,681
Montgomery	43,987
Nassau	177,344
Niagara	60,046
Oneida	60,744
Onondaga	154,304
Ontario	44,685
Orange	63,537
Orleans	43,289
Oswego	0
Otsego	43,987
Putnam	44,685
Rensselaer	0
Rockland	60,744
St. Lawrence	56,555
Saratoga	57,951
Schenectady	57,253
Schoharie	43,289
Schuyler	42,591
Seneca	0
Steuben	45,384
Suffolk	180,837
Sullivan	44,685
Tioga	43,289
Tompkins	43,987
Ulster	58,650
Warren	85,880
Washington	43,987
Wayne	44,685
Westchester	168,267
Wyoming	43,289
Yates	42,591
New York City	0
Seneca Indian Res	0
St Regis Indian Res	<u>24,437</u>
Total Local Assistance	\$3,350,000