

**NEW YORK STATE OFFICE FOR THE AGING**  
2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor  
An Equal Opportunity Employer

Corinda Crossdale, Director

**PROGRAM INSTRUCTION**

**Number 14-PI-08**

**Supersedes**

**Expiration Date**

**DATE:** July 16, 2014

**TO:** Area Agency on Aging Directors

**SUBJECT: FFY 2014 Title III Transfers, Carryover and Budget  
Modifications**

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**ACTION REQUESTED:** Area agencies on aging (AAAs) must review their current FFY 2014 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 2013 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 8, 2014. **NYSOFA will not be able to accommodate additional FFY 2014 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 8, 2014 - NOTE: this due date is earlier than in prior years, as the Administration for Community Living has set an earlier deadline for transfer requests for FFY 2014.

**BACKGROUND:** AAAs completed their initial FFY 2014 Title III applications based on the tentative allocation schedules transmitted via 13-PI-20, dated August 28, 2013. Subsequently, NYSOFA issued Program Instruction 14-PI-07, dated July 15, 2014, which transmitted final Title III allocation schedules for FFY 2014. 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 2014 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 2014 base allocation. In accordance with federal regulations, transfers cannot be accomplished after the end of the federal fiscal year (i.e., September 30, 2014) and AoA requires the final transfer information be provided to them by August 15, 2014.

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 its FFY 2014 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 August 8, 2014.

The August 8, 2014 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 2014 funding must be obligated by September 30, 2014. Therefore, each AAA must complete a budget modification to increase its Title III programs to the full funding level by the required date (i.e., August 8, 2014) 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 Senior Accountant (Trainee)/Grants Administrator 1 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"/> WIN	<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:**

Senior Accountant (Trainee)s/Grants Administrator 1  
Aging Services Representatives

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-B TRANSFER SCHEDULE  
 FFY 2014

PI: 14-PI-08  
 Date: 7/16/14

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-C-1	From(To) III-C-2	REVISED AWARD
ALBANY	\$291,491		(\$27,551)	\$263,940
ALLEGANY	54,799			54,799
BROOME	232,265			232,265
CATTARAUGUS	86,204			86,204
CAYUGA	88,944			88,944
CHAUTAUQUA	165,242	29,324		194,566
CHEMUNG	115,117			115,117
CHENANGO	60,701			60,701
CLINTON	79,038			79,038
COLUMBIA	73,337			73,337
CORTLAND	49,109			49,109
DELAWARE	68,289			68,289
DUTCHESS	237,534	60,000		297,534
ERIE	1,103,121			1,103,121
ESSEX	48,442			48,442
FRANKLIN	55,011			55,011
FULTON	67,399			67,399
GENESEE	59,225	10,000		69,225
GREENE	60,068			60,068
HERKIMER	85,150			85,150
JEFFERSON	99,271			99,271
LEWIS	48,442			48,442
LIVINGSTON	51,217			51,217
MADISON	64,917			64,917
MONROE	680,145			680,145
MONTGOMERY	69,343			69,343
NASSAU	1,287,785			1,287,785
NIAGARA	240,906			240,906
ONEIDA	278,845			278,845
ONONDAGA	451,251			451,251
ONTARIO	91,894	35,000		126,894
ORANGE	265,566			265,566
ORLEANS	48,442			48,442
OSWEGO	111,707			111,707
OTSEGO	68,289			68,289
PUTNAM	66,602			66,602
RENSSELAER	142,900			142,900
ROCKLAND	248,916			248,916
ST. LAWRENCE	119,715			119,715
SARATOGA	158,707			158,707
SCHENECTADY	161,237			161,237
SCHOHARIE	48,442			48,442
SCHUYLER	48,442			48,442
SENECA	48,442			48,442
STEUBEN	109,599			109,599
SUFFOLK	1,175,868			1,175,868
SULLIVAN	91,683			91,683
TIOGA	48,476			48,476
TOMPKINS	64,073			64,073
ULSTER	178,942		(45,850)	133,092
WARREN/HAMILTON	96,882			96,882
WASHINGTON	62,386			62,386
WAYNE	88,100	28,000		116,100
WESTCHESTER	922,106	149,629	64,127	1,135,862
WYOMING	48,442			48,442
YATES	48,442	17,040	8,341	73,823
NEW YORK CITY	10,299,757			10,299,757
SENECA INDIAN RES	32,216			32,216
ST. REGIS MOHAWK	32,216			32,216
TOTAL	\$21,281,097	\$328,993	(\$933)	\$21,609,157

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-C-1 TRANSFER SCHEDULE  
 FFY 2014

PI: 14-PI-08  
 Date: 7/16/14

PLANNING AND SERVICE AREA	FINAL AWARD	From(To) III-B	From(To) III-C-2	REVISED AWARD
ALBANY	\$375,604		(\$32,959)	\$342,645
ALLEGANY	70,612			70,612
BROOME	299,289			299,289
CATTARAUGUS	111,079			111,079
CAYUGA	114,609		(45,000)	69,609
CHAUTAUQUA	212,924	(29,324)	(83,039)	100,561
CHEMUNG	129,003			129,003
CHENANGO	78,216			78,216
CLINTON	101,845			101,845
COLUMBIA	93,004			93,004
CORTLAND	73,021			73,021
DELAWARE	87,995			87,995
DUTCHESS	306,079	(60,000)	(66,000)	180,079
ERIE	1,419,038		(190,817)	1,228,221
ESSEX	61,650			61,650
FRANKLIN	71,930		(28,000)	43,930
FULTON	85,475		(25,000)	60,475
GENESEE	76,316	(10,000)	(10,000)	56,316
GREENE	77,402			77,402
HERKIMER	109,721		(44,000)	65,721
JEFFERSON	127,917		(35,000)	92,917
LEWIS	56,801			56,801
LIVINGSTON	65,995			65,995
MADISON	83,648			83,648
MONROE	876,408			876,408
MONTGOMERY	89,352		(26,805)	62,547
NASSAU	1,659,392			1,659,392
NIAGARA	310,424			310,424
ONEIDA	359,308		(130,000)	229,308
ONONDAGA	581,466			581,466
ONTARIO	118,411	(35,000)		83,411
ORANGE	342,198			342,198
ORLEANS	56,801			56,801
OSWEGO	143,941		(40,000)	103,941
OTSEGO	87,995		(28,000)	59,995
PUTNAM	85,820			85,820
RENSSELAER	184,136			184,136
ROCKLAND	320,743			320,743
ST. LAWRENCE	154,261			154,261
SARATOGA	204,504		(81,800)	122,704
SCHENECTADY	207,763			207,763
SCHOHARIE	56,801		(22,720)	34,081
SCHUYLER	56,801			56,801
SENECA	56,801			56,801
STEUBEN	141,224			141,224
SUFFOLK	1,515,181			1,515,181
SULLIVAN	118,140			118,140
TIOGA	62,465		(20,000)	42,465
TOMPKINS	82,562			82,562
ULSTER	230,577		(122,098)	108,479
WARREN/HAMILTON	116,241		(36,000)	80,241
WASHINGTON	80,389			80,389
WAYNE	113,522	(28,000)	18,000	103,522
WESTCHESTER	1,188,190	(149,629)		1,038,561
WYOMING	56,801		(20,000)	36,801
YATES	56,801	(17,040)		39,761
NEW YORK CITY	13,271,880			13,271,880
SENECA INDIAN RES	56,801			56,801
ST. REGIS MOHAWK	56,801			56,801
TOTAL	\$27,390,074	(\$328,993)	(\$1,069,238)	\$25,991,843

NEW YORK STATE OFFICE FOR THE AGING  
 FINAL TITLE III-C-2 TRANSFER SCHEDULE  
 FFY 2014

PI: 14-PI-08  
 Date: 7/16/14

PLANNING AND SERVICE AREA	FINAL ALLOCATION	From(To) III-B	From(To) III-C-1	REVISED ALLOCATION
ALBANY	\$169,259	\$27,551	\$32,959	\$229,769
ALLEGANY	31,821			31,821
BROOME	134,870			134,870
CATTARAUGUS	50,055			50,055
CAYUGA	51,647		45,000	96,647
CHAUTAUQUA	95,951		83,039	178,990
CHEMUNG	58,134			58,134
CHENANGO	35,247			35,247
CLINTON	45,894			45,894
COLUMBIA	41,856			41,856
CORTLAND	28,987			28,987
DELAWARE	39,653			39,653
DUTCHESS	137,929		66,000	203,929
ERIE	639,466		190,817	830,283
ESSEX	28,987			28,987
FRANKLIN	31,942		28,000	59,942
FULTON	38,307		25,000	63,307
GENESEE	34,391		10,000	44,391
GREENE	34,880			34,880
HERKIMER	49,444		44,000	93,444
JEFFERSON	57,644		35,000	92,644
LEWIS	28,987			28,987
LIVINGSTON	29,740			29,740
MADISON	37,695			37,695
MONROE	394,939			394,939
MONTGOMERY	40,265		26,805	67,070
NASSAU	747,777			747,777
NIAGARA	139,887			139,887
ONEIDA	161,916		130,000	291,916
ONONDAGA	262,028			262,028
ONTARIO	53,360			53,360
ORANGE	154,206			154,206
ORLEANS	28,987			28,987
OSWEGO	64,865		40,000	104,865
OTSEGO	39,653		28,000	67,653
PUTNAM	38,674			38,674
RENSSELAER	82,978			82,978
ROCKLAND	144,538			144,538
ST. LAWRENCE	69,515			69,515
SARATOGA	92,156		81,800	173,956
SCHENECTADY	93,625			93,625
SCHOHARIE	28,987		22,720	51,707
SCHUYLER	28,987			28,987
SENECA	28,987			28,987
STEUBEN	63,641			63,641
SUFFOLK	682,790			682,790
SULLIVAN	53,238			53,238
TIOGA	28,987		20,000	48,987
TOMPKINS	37,205			37,205
ULSTER	103,905	45,850	122,098	271,853
WARREN/HAMILTON	57,973		36,000	93,973
WASHINGTON	36,226			36,226
WAYNE	51,157		(18,000)	33,157
WESTCHESTER	535,438	(64,127)		471,311
WYOMING	28,987		20,000	48,987
YATES	28,987	(8,341)		20,646
NEW YORK CITY	5,980,742			5,980,742
SENECA INDIAN RES.	28,987			28,987
ST. REGIS MOHAWK	28,987			28,987
TOTAL	\$12,376,366	\$933	\$1,069,238	\$13,446,537