

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 16-PI-14

Supersedes

Expiration Date

DATE: July 14, 2016

TO: Area Agency on Aging Directors

SUBJECT: FFY 2016 Title III Transfers, Carryover and Budget Modifications

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ACTION REQUESTED: Area agencies on aging (AAAs) must review their current FFY 2016 Title III transfers between Title III-B and III-C and between Titles III-C-1 and III-C-2 to determine if additional transfer requests or adjustments to previously transferred amounts are necessary. Please review the attached schedules which 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 2015 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 5, 2016. **NYSOFA will not be able to accommodate additional FFY 2016 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 5, 2016 – NOTE: this due date is earlier than in prior years, as the Administration for Community Living(ACL) has set an earlier deadline for transfer requests for FFY 2016. AAAs who cannot complete a budget modification on time must submit an e-mail to their fiscal team with their revised transfer requests and obtain confirmation that their request was received.

BACKGROUND: AAAs completed their initial FFY 2016 Title III applications based on the tentative allocation schedules transmitted via 15-PI-16, dated September 24, 2015. Subsequently, NYSOFA issued Program Instruction 16-PI-07, dated May 12, 2016, which transmitted final Title III allocation schedules for FFY 2016. 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 dollar amount of the transfer requests between III-B and III-C cannot exceed 30% of the AAA's Title III-B or Title III-C FFY 2016 base allocation as shown on the attached allocation schedules. Transfers amounts 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 2016 base allocation. In accordance with federal regulations, transfers cannot be accommodated after the end of the federal fiscal year (i.e., September 30, 2016) and ACL requires the final transfer information be provided to them by August 15, 2016.

Attached are allocation schedules reflecting the amounts of currently approved transfers between III-B and III-C and between Titles III-C-1 and III-C-2. 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 2016 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 5, 2016.

The August 5, 2016 deadline for modification requests is necessary to allow NYSOFA sufficient time to review and approve the requests and forward final transfer information to ACL 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 2016 funding must be obligated by September 30, 2016; 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 5, 2016) to ensure that all funds are obligated. Any increased federal funds

which are not requested by the due date will be forfeited by the AAA and returned to ACL.

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)

PROGRAMS AFFECTED: Title III-B Title III-C-1 Title III-C-2

Title III-D Title III-E CSE WIN Energy

EISEP NSIP Title V HIICAP LTCOP

Other:

CONTACT PERSON:

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

**New York State Office For The Aging
Final Title III-B Budgeted Transfer Schedule
2016 FFY**

PI: 16-PI-14
Date: July 14, 2016

Planning and Service Area	Final Award	From (To) III-C1	From (To) III-C2	Revised Award
Albany	\$284,006			\$284,006
Allegany	52,774			52,774
Broome	223,683			223,683
Cattaraugus	83,019			83,019
Cayuga	85,658			85,658
Chautauqua	159,136	29,324		188,460
Chemung	110,570			110,570
Chenango	60,449			60,449
Clinton	78,070			78,070
Columbia	70,693			70,693
Cortland	47,295			47,295
Delaware	65,766			65,766
Dutchess	259,620	60,000		319,620
Erie	1,060,570	50,000		1,110,570
Essex	46,528			46,528
Franklin	52,978			52,978
Fulton	64,736			64,736
Genesee	62,087	10,000		72,087
Greene	57,989			57,989
Herkimer	82,003			82,003
Jefferson	95,604			95,604
Lewis	46,528			46,528
Livingston	60,039			60,039
Madison	67,825			67,825
Monroe	703,045			703,045
Montgomery	66,780			66,780
Nassau	1,240,206			1,240,206
Niagara	240,770			240,770
Oneida	268,542			268,542
Onondaga	442,809			442,809
Ontario	106,758	8,550		115,308
Orange	293,022			293,022
Orleans	46,528			46,528
Oswego	107,580			107,580
Otsego	67,211			67,211
Putnam	76,021			76,021
Rensselaer	139,134			139,134
Rockland	268,022			268,022
St. Lawrence	115,568			115,568
Saratoga	189,132			189,132
Schenectady	155,279			155,279
Schoharie	46,528			46,528
Schuyler	46,528			46,528
Seneca	46,528			46,528
Steuben	108,603			108,603
Suffolk	1,229,459		(100,000)	1,129,459
Sullivan	88,296			88,296
Tioga	53,277			53,277
Tompkins	72,332	1,866	839	75,037
Ulster	189,952		(27,217)	162,735
Warren/Hamilton	93,055			93,055
Washington	63,930			63,930
Wayne	90,774	13,328		104,102
Westchester	900,373	104,523	44,795	1,049,691
Wyoming	46,528			46,528
Yates	46,528			46,528
New York City	9,919,217			9,919,217
Seneca Indian Res	30,943			30,943
St. Regis Mohawk	30,943		1,489	32,432
Total	\$20,907,827	\$277,591	(\$80,094)	\$21,105,324

**New York State Office For The Aging
Final Title III-C1 Budgeted Transfer Schedule
2016 FFY**

PI: 16-PI-14
Date: July 14, 2016

Planning and Service Area	Final Award	From (To) III-B	From (To) III-C2	Revised Award
Albany	\$372,174			\$372,174
Allegany	69,244			69,244
Broome	293,489			293,489
Cattaraugus	108,927			108,927
Cayuga	112,389		(53,760)	58,629
Chautauqua	208,798	(29,324)	(81,402)	98,072
Chemung	126,503			126,503
Chenango	79,214			79,214
Clinton	102,308			102,308
Columbia	92,641			92,641
Cortland	71,001			71,001
Delaware	86,289			86,289
Dutchess	340,219	(60,000)	(66,000)	214,219
Erie	1,391,541	(50,000)	(89,075)	1,252,466
Essex	60,455			60,455
Franklin	69,940		(28,000)	41,940
Fulton	83,359		(25,000)	58,359
Genesee	81,363	(10,000)	(10,000)	61,363
Greene	75,992			75,992
Herkimer	107,595		(44,000)	63,595
Jefferson	125,438		(35,000)	90,438
Lewis	55,229			55,229
Livingston	78,678			78,678
Madison	88,881			88,881
Monroe	921,304			921,304
Montgomery	87,621		(26,277)	61,344
Nassau	1,627,237			1,627,237
Niagara	315,515			315,515
Oneida	352,347		(125,785)	226,562
Onondaga	580,278			580,278
Ontario	139,901	(8,550)		131,351
Orange	383,989			383,989
Orleans	55,229			55,229
Oswego	141,151		(40,000)	101,151
Otsego	88,075		(28,000)	60,075
Putnam	99,622			99,622
Rensselaer	182,327			182,327
Rockland	351,229			351,229
St. Lawrence	151,447			151,447
Saratoga	247,848		(99,129)	148,719
Schenectady	203,739			203,739
Schoharie	55,229		(22,272)	32,957
Schuyler	55,229			55,229
Seneca	55,229			55,229
Steuben	142,318			142,318
Suffolk	1,611,141		(12,000)	1,599,141
Sullivan	115,850			115,850
Tioga	69,816		(20,000)	49,816
Tompkins	94,788	(1,866)		92,922
Ulster	248,921		(115,265)	133,656
Warren/Hamilton	113,025		(36,000)	77,025
Washington	83,780			83,780
Wayne	118,956	(13,328)	22,532	128,160
Westchester	1,179,891	(104,523)		1,075,368
Wyoming	55,229		(20,000)	35,229
Yates	55,229			55,229
New York City	13,014,702			13,014,702
Seneca Indian Res	55,229			55,229
St. Regis Mohawk	55,229			55,229
Total	\$27,390,317	(\$277,591)	(\$954,433)	\$26,158,293

**New York State Office For The Aging
Final Title III-C-2 Budgeted Transfer Schedule
FFY 2015**

PI: 16-PI-14
Date: July 14, 2016

Planning and Service Area	Final Award	From (To) III-B	From (To) III-C1	Revised Award
Albany	\$174,292			\$174,292
Allegany	31,941			31,941
Broome	133,172			133,172
Cattaraugus	49,106			49,106
Cayuga	50,678		53,760	104,438
Chautauqua	95,572		81,402	176,974
Chemung	58,349			58,349
Chenango	37,096			37,096
Clinton	47,912			47,912
Columbia	43,384			43,384
Cortland	29,224			29,224
Delaware	38,900			38,900
Dutchess	159,328		66,000	225,328
Erie	627,320		89,075	716,395
Essex	29,224			29,224
Franklin	31,336		28,000	59,336
Fulton	37,580		25,000	62,580
Genesee	38,103		10,000	48,103
Greene	35,588			35,588
Herkimer	48,505		44,000	92,505
Jefferson	57,846		35,000	92,846
Lewis	29,224			29,224
Livingston	36,845			36,845
Madison	41,624			41,624
Monroe	431,456			431,456
Montgomery	39,501		26,277	65,778
Nassau	737,286			737,286
Niagara	147,759			147,759
Oneida	162,850		125,785	288,635
Onondaga	271,751			271,751
Ontario	65,517			65,517
Orange	179,826			179,826
Orleans	29,224			29,224
Oswego	65,139		40,000	105,139
Otsego	41,247		28,000	69,247
Putnam	46,654			46,654
Rensselaer	85,386			85,386
Rockland	164,484			164,484
St. Lawrence	70,924			70,924
Saratoga	116,069		99,129	215,198
Schenectady	92,931			92,931
Schoharie	29,224		22,272	51,496
Schuyler	29,224			29,224
Seneca	29,224			29,224
Steuben	66,648			66,648
Suffolk	754,514	100,000	12,000	866,514
Sullivan	52,816			52,816
Tioga	32,695		20,000	52,695
Tompkins	44,391	(839)		43,552
Ulster	116,572	27,217	115,265	259,054
Warren/Hamilton	58,448		36,000	94,448
Washington	39,235			39,235
Wayne	55,708		(22,532)	33,176
Westchester	552,556	(44,795)		507,761
Wyoming	29,224		20,000	49,224
Yates	29,224			29,224
New York City	6,037,621			6,037,621
Seneca Indian Res	29,224			29,224
St. Regis Mohawk	29,224	(1,489)		27,735
Total	\$12,725,925	\$80,094	\$954,433	\$13,760,452