

# Fiscal Director's Refresher

April 17, 2012

Jane Snead

# Today We Are Going to Discuss

- Funding Allocations
- Area Plan Budget
- Summary of Obligations
- Remittance Sheet
- Aging Monthly Report (AMR)



# Funding Allocations

- Maximum Federal Carryover
- Federal Funding Allocations
- General Fund Allocations 10/1 – 6/30
- General Fund Allocations 7/1 – 9/30
- NSIP
- CCEVP
- Respite



# Area Plan Budget

- On our website – [www.vda.virginia.gov](http://www.vda.virginia.gov) under Forms, Reports and Instructions
- Anything in blue can be filled in.
- Same format as the AMR Report.
- Use the AP Budget in your Area Plan submission and when submitting amendments to your budget.

# Maximum Carryover of Federal Funds

- Agencies can carryover an amount equal to 10% of the federal funding allocation for the next fiscal year.
- Carryover is computed separately for each title.
- Maximum carryover levels are provided as part of the funding allocation documents.

# Funding Allocations & AP Budget Prior Year Carryover

## VIRGINIA DEPARTMENT FOR THE AGING Maximum Federal Funds Which Can Be Carried Over Into the Year Beginning October 1, 2011 (FY 2012)

PSA	TITLE III					Title VII				
	B- Supportive Services	C(1) - Congregate Meals	C(2) - Home Delivered Meals	D - Preventive Health	D - Medication Management	E - Family Caregiver	Elder Abuse	Ombudsman	NSIP	PSA
1	31,263	17,572	21,436	1,536	541	10,237	373	1,044	8,409	1
2	35,668	20,048	24,457	1,788	643	11,680	425	1,083	10,203	2
3	53,752	30,212	36,856	1,657	590	17,602	641	1,483	16,302	3

### Area Plan Summary Proposed Budget for October 1, 2011 through September 30, 2012

Agency: District Three Governmental Cooperative      PSA # 3

Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Medication Management	Title III-E	Title VII - EAP	NSIP
Estimated Unencumbered Cash on Hand on 10/1/11	49,439	8,647	30,580	2,070		17,067	117	16,255
FY'12 Obligation	537,517	302,122	368,559	16,570	5,903	176,016	6,406	163,019
FY'12 Transfers	(10,000)	10,000						
Total Resources	576,956	320,769	399,139	24,543		193,083	6,523	179,274
Total Proposed Spending FY'12	534,416	319,698	394,015	22,692		177,628	6,329	163,513
Proposed Carryover Into FY'13	52,540	1,071	5,124	1,951		15,455	194	15,761

The est. carryover of \$49,439 is less than the \$53,752 allowed

# Funding Allocations & AP Budget Current Year Obligations

## VIRGINIA DEPARTMENT FOR THE AGING FY 2012 Federal Funding Allocations

PSA	TITLE III					Title VII			PSA
	B- Supportive Services	C(1) - Congregate Meals	C(2) - Home Delivered Meals	D - Preventive Health	D - Medication Management	E - Family Caregiver	Elder Abuse	Ombudsman	
1	312,627	175,718	214,359	15,356	5,412	102,373	3,726	10,440	1
2	356,882	200,480	244,566	17,878	6,433	116,799	4,251	10,835	2
3	537,517	302,122	368,559	16,570	5,903	176,016	6,406	14,833	3

### Area Plan Summary Proposed Budget for October 1, 2011 through September 30, 2012

Agency: District Three Governmental Cooperative

PSA # 3

Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Medication Management	Title III-E	Title VII - EAP	N&IP
Estimated Unencumbered Cash on Hand on 10/1/11	49,439	8,647	30,580	2,070		17,067	117	16,256
FY'12 Obligation	537,517	302,122	368,559	16,570	5,903	176,016	6,406	163,019
FY'12 Transfers	(10,000)	10,000						
Total Resources	576,956	320,769	399,139	24,543		193,083	6,523	179,274
Total Proposed Spending								
FY'12	524,416	319,698	394,015	22,592		177,628	6,329	163,613
Proposed Carryover Info FY'13	52,540	1,071	5,124	1,951		15,455	194	15,761

The FY'12 Funding Allocation is carried over to the FY'12 Obligation line

# AP Budget Transfers

## Area Plan Summary Proposed Budget for October 1, 2011 through September 30, 2012

Agency: District Three Governmental Cooperative

P&A # 3

Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Mediation Management	Title III-E	Title VII - EAP	N&IP
Estimated Unencumbered Cash on Hand on 10/1/11	49,439	8,647	30,580	2,070		17,067	117	16,255
FY12 Obligation	537,517	302,122	368,559	16,570	5,903	178,016	6,406	163,019
FY12 Transfers	(10,000)	10,000						
Total Resources	576,956	320,769	399,139	24,543		193,083	6,523	179,274
Total Proposed Spending FY12	524,416	319,688	394,015	22,592		177,628	6,329	163,513
Proposed Carryover Info FY13	52,540	1,071	5,124	1,951		15,455	194	15,761





# Transfer of Federal Funds

- Prior to allocation of funds VDA makes the following transfers:
  - 15% of Title III-C(1) to Title III-C(2)
  - 20% of the total of Title III-C to Title III-B from Title III-C(1)

# Federal Transfers

- Area Agencies can request additional transfers of:
  - 25% of Title III-C(1) to Title III-C(2)
  - 10% of the total of Title III-C to Title III-B
  - Request any portion of the transfers made by VDA be reversed
  - Transfer requests must be requested by July 31<sup>st</sup>.

# AP Budget & Summary of Obligations: Federal Funds

Area Plan Summary  
Proposed Budget for October 1, 2011  
through September 30, 2012

Agency: District Three Governmental Cooperative

P&A # 3

Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Mediation Management	Title III-E	Title VII - EAP	NSIP
Estimated Unencumbered Cash on Hand on 10/1/11	49,439	8,647	30,580	2,070		17,067	117	16,255
FY12 Obligation	537,547	302,122	368,559	16,570	5,903	176,016	6,406	163,019
FY12 Transfers	(10,000)	10,000						
Total Resources	576,955	320,769	399,139	24,543		193,083	6,523	179,274
Total Proposed Spending	524,416	319,698	384,015	22,592		177,628	6,329	163,513
Proposed Carryover into FY13	52,540	1,071	5,124	1,951		15,455	194	15,761

## FY 2012 SUMMARY OF OBLIGATIONS

Name of Agency: District Three Governmental Cooperative

The following amounts are obligated from Federal and General funds to carry out this plan for the year beginning October 1, 2011. All obligations are subject to the availability of Federal and General Fund monies to the Department for the Aging. All General Fund monies awarded before June 30th must be drawn down and obligated by June 30, 2012 and liquidated by September 30, 2012.

Award Action	Title III-B 93.044	Title III-C(1) 93.045	Title III-C(2) 93.045	Title III-D 93.043	Title III-E 93.052	Elder Abuse 93.041	Ombudsman 93.042	
							Federal	General
Estimated Unencumbered Cash on Hand as of 10/1/11, or	26,213	8,647	8,064	(5,993)	7,239	117	(2,515)	890
Check in Transit								
Audited Unencumbered Cash on Hand as of 10/1/11, or								
Unadvanced Balance from FY11 Funds at VDA on 9/30/11	23,226		22,516	8,063	9,828		3,998	1,990
Total Carryover from FY11 for Use in FY 2012	49,439	8,647	30,580	2,070	17,067	117	1,483	2,880
New Obligation FY11 - 9/30/11	27,493	3,508	5,629		3,498			
New Obligation FY12 - 10/1/11	510,024	298,614	362,930	22,450	172,518	6,406	14,823	9,197
Transfer - 1/27/12	(10,000)	10,000		23			10	



# Funding Allocations: State Funds

## VIRGINIA DEPARTMENT FOR THE AGING

### General Fund Monies

October 1, 2011 - June 30, 2012

PSA	Title III Match	Community Based Services	Transportation	Home Delivered Meals	Ombudsman	Hold Harmless	PSA
1	17,453	92,555	32,420	113,087	6,474	0	1
2	19,913	105,598	36,988	129,023	6,718	0	2
3	30,008	159,136	55,741	194,437	9,197	0	3

## VIRGINIA DEPARTMENT FOR THE AGING

### General Fund Monies

July 1, 2012 - September 30, 2012

PSA	Title III Match	Community Based Services	Transportation	Home Delivered Meals	Ombudsman	PSA
1	5,818	30,852	10,807	37,681	2,137	1
2	6,638	35,199	12,329	42,991	2,218	2
3	10,003	53,045	18,580	64,787	3,037	3

# Funding Allocations and AP Budget: State Funds October - June

## VIRGINIA DEPARTMENT FOR THE AGING General Fund Monies October 1, 2011 - June 30, 2012

PSA	Title III Match	Community Based Services	Transportation	Home Delivered Meals	Ombudsman	Hold Harmless	PSA
1	17,453	92,555	32,420	113,087	6,474	0	1
2	19,913	105,598	36,988	129,023	6,718	0	2
3	30,008	159,136	55,741	194,437	9,197	0	3

Projected Resources and Spending	Title VII - OMB	GF OMB	DMAS Ombudsman	Title III Match	Community Based	Transportation	Home Delivered Meals	Hold Harmless
Estimated Unencumbered Cash on Hand on 10/1/11	1,483	2,880		10,003	44,776	18,580	63,950	
<b>FY'12 Obligation</b>	14,833	9,197		30,008	159,136	55,741	194,437	
FY'12 Transfers					-50,300	50,300		
Estimated FY'13 Obligation - 7/1/12		3,037		10,003	53,045	18,580	64,787	
FY'13 Transfers								
<b>Total Resources</b>	31,430			50,014	206,657	143,201	323,174	
Total Proposed Spending FY'11	27,269			40,011	161,881	124,621	258,387	
Proposed Carryover Into FY'12	4,161			10,003	44,776	18,580	64,787	

# Funding Allocations and AP Budget: State Funds July - September

## VIRGINIA DEPARTMENT FOR THE AGING General Fund Monies July 1, 2012 - September 30, 2012

PSA	Title III Match	Community Based Services	Transportation	Home Delivered Meals	Ombudsman	PSA
1	5,818	30,852	10,807	37,681	2,137	1
2	6,638	35,199	12,329	42,001	2,218	2
3	10,003	53,045	18,580	64,787	3,037	3

Projected Resources and Spending	Title VII - OMB	GF OMB	DMAS Ombudsman	Title III Match	Community Based	Transportation	Home Delivered Meals	Hold Harmless
Estimated Unencumbered Cash on Hand on 10/1/11	1,483	2,880		10,003	44,776	18,580	63,950	
FY'12 Obligation	14,833	9,197		30,008	159,136	55,741	194,437	
FY'12 Transfers					-50,300	50,300		
Estimated FY'13 Obligation - 7/1/12		3,037		10,003	53,045	18,580	64,787	
FY'13 Transfers								
<b>Total Resources</b>	31,430			50,014	206,657	143,201	323,174	
<b>Total Proposed Spending FY'11</b>	27,269			40,011	161,881	124,621	258,387	
<b>Proposed Carryover Into FY'12</b>	4,161			10,003	44,776	18,580	64,787	

# General Fund Carryover

- General funds cannot be carried over from one state fiscal year to the next.
- All funds must be obligated by June 30<sup>th</sup> of the fiscal year in which they are awarded and liquidated by September 30<sup>th</sup> of that year.



# AP Budget: State Funds

Projected Resources and Spending	Title VII - OMB	GF OMB	DMAS Ombudsman	Title III Match	Community Based	Transportation	Home Delivered Meals	Hold Harmless
Estimated Unencumbered Cash on Hand on 10/1/11	1,483	2,880		10,003	44,776	18,580	63,950	
FY'12 Obligation	14,833	9,197		30,008	159,136	89,741	194,437	
FY'12 Transfers					-50,300	50,300		
Estimated FY'13 Obligation - 7/1/12		3,037		10,003	53,045	10,300	64,787	
FY'13 Transfers								
<b>Total Resources</b>	<b>31,430</b>			<b>50,014</b>	<b>206,657</b>	<b>143,201</b>	<b>323,174</b>	
<b>Total Proposed Spending</b>								
FY'11	27,269			40,011	161,881	124,621	258,387	
Proposed Carryover Into FY'12	4,161			10,003	44,776	18,580	64,787	

General Fund transfers of up to 40% can be made between categories. Transfers for each fiscal year are to be shown separately within each fiscal year.

# AP Budget & Summary of Obligations: State Funds

Projected Resources and Spending	Title VII - OMB	GF OMB	DMAS Ombudsman	Title III Match	Community Based	Transportation	Home Delivered Meals	Hold Harmless
Estimated Unencumbered Cash on Hand on 10/1/11	1,483	2,880		10,003	44,776	18,580	63,950	
FY'12 Obligation	14,833	9,197		30,008	159,136	55,741	194,437	
FY'12 Transfers					-50,300	50,300		
Estimated FY'13 Obligation - 7/1/12		3,037		10,003	53,045	18,580	64,787	
FY'13 Transfers								
<b>Total Resources</b>	<b>31,430</b>			<b>50,014</b>	<b>206,657</b>	<b>143,201</b>	<b>323,174</b>	
<b>Total Proposed Spending FY'11</b>	<b>27,269</b>			<b>40,011</b>	<b>161,881</b>	<b>124,621</b>	<b>258,387</b>	
<b>Proposed Carryover into FY'12</b>	<b>4,161</b>			<b>10,003</b>	<b>44,776</b>	<b>18,580</b>	<b>64,787</b>	

## FY 2012 SUMMARY OF OBLIGATIONS

Name of Agency: District Three Governmental Cooperative

The following amounts are obligated from Federal and General Fund monies to carry out this plan for the year beginning October 1, 2011. All obligations are subject to the availability of Federal and General Fund monies to the Department for the Aging. All General Fund monies awarded before June 30th must be drawn down and obligated by June 30, 2012 and liquidated by September 30, 2012.

Award Action	DMAS Ombudsman 93.778	NSIP 93.053	Hold Harmless	Community Based	Transportation	Home Delivered Meals	Title III Match	Care Coordination for Elderly	Respite Care Initiative Program
Estimated Unencumbered Cash on Hand as of 10/1/11, or Check in Transit		16,255		10,167	10,385	20,873	3,334	(4,270)	(455)
Audited Unencumbered Cash on Hand as of 10/1/11, or Unadvanced Balance from FY'11 Funds at VDA on 9/30/11				34,609	8,195	43,077	6,669	4,270	455
<b>Total Carryover from FY'11 for Use in FY 2012</b>	<b>0</b>	<b>16,255</b>	<b>0</b>	<b>44,776</b>	<b>18,580</b>	<b>63,950</b>	<b>10,003</b>	<b>0</b>	<b>0</b>
Obligation FY'11 - 9/30/11		22,045							
New Obligation FY'12 - 10/1/11		140,821		159,136	55,741	194,437	30,008	78,068	25,686
Transfer 10/1/11				(50,300)	50,300				
New Obligation FY'12 - 1/27/12		153							
New Obligation - 4/12/12									2,500
New Obligation FY'13 - 7/1/12				53,045	18,580	64,787	10,003	26,023	8,562
Transfer FY'12									
<b>Total Obligation for Fiscal Year 2012</b>	<b>0</b>	<b>179,274</b>	<b>0</b>	<b>206,657</b>	<b>143,201</b>	<b>323,174</b>	<b>50,014</b>	<b>104,091</b>	<b>36,748</b>
<b>Balance to Be Budgeted</b>	<b>0</b>	<b>15,761</b>	<b>0</b>	<b>44,776</b>	<b>18,580</b>	<b>64,787</b>	<b>10,003</b>	<b>0</b>	<b>2,500</b>
<b>Total Shown for Spending in First Year of the Area Plan</b>	<b>163,513</b>			<b>161,881</b>	<b>124,621</b>	<b>258,387</b>	<b>40,011</b>	<b>104,091</b>	<b>34,248</b>



# All Three Forms: Federal Funds

## VIRGINIA DEPARTMENT FOR THE AGING FY 2012 Federal Funding Allocations

PSA	TITLE III					Title VII			
	B- Supportive Services	C(1) - Congregate Meals	C(2) - Home Delivered Meals	D - Preventive Health	D - Medication Management	E - Family Caregiver	Elder Abuse	Ombudsman	PSA

Area Plan Summary  
Proposed Budget for October 1, 2011  
through September 30, 2012

Agency: District Three Governmental Cooperative

PSA # 3

Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Medication Management	Title III-E	Title VII - EAP
Estimated Unencumbered Cash on Hand on 10/1/11	49,439	8,647	30,580	2,070		17,067	117
FY'12 Obligation	537,517						
FY'12 Transfers	(10,000)						
Total Resources	576,956						
Total Proposed Spending FY'12	524,416						
Proposed Carryover Into FY'13	52,540						

### FY 2012 SUMMARY OF OBLI

Name of Agency: District Three Governmental Cooperative

The following amounts are obligated from Federal and General funds to carry out this plan for the year beginning October 1, 2011. All Federal and General Fund monies to the Department for the Aging. All General Fund monies awarded and liquidated by September 30, 2012.

Award Action	Title III-B 93.044	Title III-C(1) 93.045	Title III-C(2) 93.045	Title III-C(3) 93.045
Estimated Unencumbered Cash on Hand as of 10/1/11, or	26,213	8,647	8,064	(5,000)
Check in Transit				
Audited Unencumbered Cash on Hand as of 10/1/11, or				
Unadvanced Balance from FY'11 Funds at VDA on 9/30/11	23,226		22,516	8,000
Total Carryover from FY'11 for Use in FY 2012	49,439	8,647	30,580	2,070
New Obligation FY'11 - 9/30/11	27,493	3,508	5,629	
New Obligation FY'12 - 10/1/11	510,024	298,614	362,930	22,516
Transfer - 1/27/12	(10,000)	10,000		

Insert Text





# Summary of Obligations & Remittance: General Funds

## FY 2012 SUMMARY OF OBLIGATIONS

Name of Agency: District Three Governmental Cooperative

The following amounts are obligated from Federal and General Fund monies to carry out this plan for the year beginning October 1, 2011. All obligations are subject to the availability of Federal and General Fund monies to the Department for the Aging. All General Fund monies awarded before June 30th must be drawn down and obligated by June 30, 2012 and liquidated by September 30, 2012.

Award Action	DMAS Ombudsman 93.778	NSIP 93.053	Hold Harmless	Community Based	Transportation	Home Delivered Meals	Title III Match	Care Coordination for Elderly	Respite Care Initiative Program
Estimated Unencumbered Cash on Hand as of 10/1/11, or Check in Transit		16,255		10,167	10,385	20,873	3,334	(4,270)	(455)
Audited Unencumbered Cash on Hand as of 10/1/11, or Unadvanced Balance from FY'11 Funds at VDA on 9/30/11				34,609	8,195	43,077	6,669	4,270	455
<b>Total Carryover from FY'11 for Use in FY 2012</b>	<b>0</b>	<b>16,255</b>	<b>0</b>	<b>44,776</b>	<b>18,580</b>	<b>63,950</b>	<b>10,003</b>	<b>0</b>	<b>0</b>
Obligation FY'11 - 9/30/11		22,045							
New Obligation FY'12 - 10/1/11		140,821		159,136	55,741	194,437	30,008	78,068	25,686
Transfer 10/1/11				(50,300)	50,300				
New Obligation FY'12 - 1/27/12		153							
New Obligation - 4/12/12									2,500
New Obligation FY'13 - 7/1/12				53,045	18,580	64,787	10,003	26,023	8,562
Transfer FY'12									
<b>Total Obligation for Fiscal Year 2012</b>	<b>0</b>	<b>179,274</b>	<b>0</b>	<b>206,657</b>	<b>143,201</b>	<b>323,174</b>	<b>50,014</b>	<b>104,091</b>	<b>36,748</b>

Balance to Be Budgeted	0	15,761	0	44,776	18,580	64,787	10,003	0	2,500
<b>Total Shown for Spending in First Year of the Area Plan</b>		<b>163,513</b>		<b>161,881</b>	<b>124,621</b>	<b>258,387</b>	<b>40,011</b>	<b>104,091</b>	<b>34,248</b>

GF COM BASE	75082	FY2012 - 03/01/11	108,836.00	34,609.00	143,445.00	78,871.00	26,683.00	105,554.00	37,891.00
GF TRANSPORTATION	75081	FY2012 - 07/01/11	106,041.00	8,195.00	114,236.00	65,380.00	16,345.00	81,725.00	32,511.00
GF H D MEALS	75084	FY2012 - 07/01/11	194,437.00	43,077.00	237,514.00	171,364.00	59,533.00	230,897.00	6,617.00
GF T-III MATCH	75080/75085	FY2012 - 07/01/11	30,008.00	6,669.00	36,677.00	12,069.00		12,069.00	24,608.00
CARE COORDINATION	76000	FY2012 - 07/01/11	78,068.00	4,270.00	82,338.00	53,374.00	12,588.00	65,962.00	16,376.00
GF RESPITE CARE	75200	FY2012 - 07/01/11	25,686.00	455.00	26,141.00	12,672.00	2,226.00	14,898.00	11,243.00
GF OMBUDSMAN	44202	FY2012 - 07/01/11	9,197.00	1,990.00	11,187.00	7,373.00		7,373.00	3,814.00
GUARDIAN SHIP	75097	FY2012 - 07/01/11	154,466.00		154,466.00	38,300.00	122,524.00	122,524.00	31,942.00
GUARDIANSHIP - DBHDS	75095	FY2012 - 07/01/11	28,000.00		28,000.00	5,083.00	11,031.00	11,031.00	16,969.00

# Summary of Obligations & Remittance: General Funds

## FY 2012 SUMMARY OF OBLIGATIONS

Name of Agency: District Three Governmental Cooperative

The following amounts are obligated from Federal and General Fund monies to carry out this plan for the year beginning October 1, 2011. All obligations are subject to the availability of Federal and General Fund monies to the Department for the Aging. All General Fund monies awarded before June 30th must be drawn down and obligated by June 30, 2012 and liquidated by September 30, 2012.

Award Action	DMAS Ombudsman 93.778	NSIP 93.053	Hold Harmless	Community Based	Transportation	Home Delivered Meals	Title III Match	Care Coordination for Elderly	Respite Care Initiative Program
Estimated Unencumbered Cash on Hand as of 10/1/11, or Check in Transit		16,255		10,167	10,385	20,873	3,334	(4,270)	(455)
Audited Unencumbered Cash on Hand as of 10/1/11, or Unadvanced Balance from FY'11 Funds at VDA on 9/30/11				34,609	8,195	43,077	6,669	4,270	455
Total Carryover from FY'11 for Use in FY 2012	0	16,255	0	44,776	18,580	63,950	10,003	0	0
Obligation FY'11 - 9/30/11		22,045							
New Obligation FY'12 - 10/1/11		140,821		159,136	55,741	194,437	30,008	78,068	25,686
Transfer 10/1/11				(50,300)	50,300				
New Obligation FY'12 - 1/27/12		153							
New Obligation - 4/12/12									2,500
New Obligation FY'13 - 7/1/12				53,045	18,580	64,787	10,003	26,023	8,562
Total Obligation for Fiscal Year 2012	0	179,274	0	206,657	143,201	323,174	50,014	104,091	36,748

Balance to Be Budgeted	0	15,761	0	44,776	18,580	64,787	10,003	0	2,500
Total Shown for Spending in First Year of the Area Plan		163,513		161,881	124,621	258,387	40,011	104,091	34,248

540957186

REMITTANCE ADVICE

CP  
RMT 3

	OBLIGATION	BALANCE 9/30/2011	TOTAL	PAID PRIOR 10/1/2011	PREVIOUSLY PAID	THIS PAYMENT	GRANT TO DATE PAYMENT	BALANCE
GF COM BASE	75082	FY2013 - 07/01/12	53,045.00	53,045.00				53,045.00
GF TRANSPORTATION	75081	FY2013 - 07/01/12	18,580.00	18,580.00				18,580.00
GF H D MEALS	75084	FY2013 - 07/01/12	64,787.00	64,787.00				64,787.00
GF T-III MATCH	75060/75065	FY2013 - 07/01/12	10,003.00	10,003.00				10,003.00
GF CARE COORDINATION	76000	FY2013 - 07/01/12	26,023.00	26,023.00				26,023.00
GF RESPITE CARE	75200	FY2013 - 07/01/12	8,562.00	8,562.00				8,562.00
GF OMBUDSMAN	44203	FY2013 - 07/01/12	3,037.00	3,037.00				3,037.00



# AP Budget: Spending Requirements Review

## Spending Requirements Review

Agency: District Three Governmental Cooperative PSA: 3

### Spending Requirements Agency Status

#### Priority Service Spending

Access - minimum 15%	55.48%
In-Home - minimum 5%	15.22%
Legal - minimum 1%	1.24%

#### Preparation & Administration

Spending - 10% or less	1.68%
Federal Share - 75% or less	74.99%
Non-Federal Share - 25% or more	25.01%
Title III Match - 5% or less	

#### Title III Services

Federal Share - 85% or less	66.00%
Non-Federal Share - 15% or more	34.00%
State Share - 5% or more	26.93%

Enter the planned expenditure of general funds to be used for services under a non Older Americans Act alternative sliding fee scale. 4,780

#### Community Living Program

Number of Client Months	
Non-Federal Share - 25% or more	
Grant Funds for Client Services - 24% or less	

### Spending Requirements Agency Status

#### Title III-E

Federal Share - 75% or less	68.88%
Federal Share - Prep & Admin - 75% or less	

#### Title III-E Categories

Information	
Assistance	27,500
Counseling Support	8,500
Respite	141,628
Supplemental Services	

Supplemental % - 20% or less

Funds Spent on Grandparents  
% Spent on Grandparents - 10% or less

Enter the FY 2000 Title III-B Expenditures in the LTC Ombudsman Program 11,121

# Requirements – Preparation & Administration

- No more than 10% of your Title III spending can be used for preparation & administration.
- The preparation & administration percentage is calculated using Titles III-B, III-C(1), III-C(2), III-D and III-E. However, spending can only be charged to Titles III-B, III-C(1), III-C(2) and III-E.

# Requirements – Priority Services Spending

- You must spend at least the following percentages from your Title III-B funds:
  - 15% on access services (care coordination, CRIA, transportation)
  - 5% on in-home services (checking, adult day care, chore, home health, homemaker, personal care, residential repair and renovation)
  - 1% on legal assistance



# Requirements – Match

- Title III-B and C Services – 85% federal / 5% state / 10% other non-federal resources
- Title III-E Services - 75% federal / 25% other non-federal resources
- Preparation & Administration – 75% federal / 25% non-federal resources
- There is no match requirement for Title VII – Ombudsman and Elder Abuse



# Aging Monthly Report

Monthly report for:

- Title III-B, C-(1) and C(2)
- Title III-E & Title III-E Grandparents
- VICAP
- CCEVP
- Respite Care Initiative Program
- Community Living Program (CLP)
- Money Follows the Person (MFP)

# Aging Monthly Report

- All information is cumulative (year-to-date)
- Data can be entered into blue cells
- Yellow highlighted cells need attention
- Form is designed to total columns, etc. and to populate cells once expenses are entered.



# AMR – Summary Page

- First tab on the report
- Enter the agency name, PSA number, month and year of the report from the drop down menu.
- That is all you have to enter. It populates your payment request from the Request Page.
- Notice the notes certification at the bottom of the page.

# AMR – Requirements Page

- Same as the Area Plan Budget





# AMR – Service Pages

- Title III
- Title III-E
- Title III-E Grandparents
- CLP
- VICAP
- CCEVP
- Respite Care Initiative



# AMR – Service Pages

- Fee for Service/cost sharing is required for all new general fund dollars appropriated since fiscal year 1996 (July 1, 1995) except funds appropriated for home delivered meals and ombudsman.
- Expenditures are to be reported on a modified accrual basis.

# AMR – Request Page

- Unencumbered cash on hand at the AAA at beginning of contract comes the obligations page. It needs to be revised once the audit figures are available.
- Cash Received Y-T-D should agree with the grant to date payment on the remittance sheet.

# AMR – Request Page

- Line 16 is the amount of payment calculated.
- Line 17 – Cash Requested – you must fill in this line to receive a payment.
- If line 17 is more than line 16, you must provide an explanation in the e-mail when transmitting your report.
- AMR Expenditures vs Budget is sent out quarterly

# Voluntary Contributions & Fee for Service / Cost Sharing

- Title III requires that all participants be allowed to voluntarily contribute to the cost of the service they receive.
- The OAA permits fee for service/cost sharing for all services except: care coordination, CRIA, congregate and home delivered meals, long-term care coordinating activity, PIE, legal assistance, elder abuse and ombudsman.

# Voluntary Contributions & Fee for Service / Cost Sharing

- Income is based on a self-declaration of income by the individual. Fee for service/cost sharing is not allowed for individuals whose income is at or below the poverty line. Fees charged are based on the Federal Poverty/VDA Sliding Fee Scale.

# Voluntary Contributions & Fee for Service / Cost Sharing

- Voluntary contributions and fees collected are to be:
  - used to support the program from which they are generated; and
  - spent in the year in which they are collected.
- Services pages for Title III and III-E have cells for voluntary contributions collected and fees collected. You need to show this information as they are reported to AoA on the Annual NAPIS Report.

# Questions?

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