Division for Aging Services

CFO Touch Base

October 23, 2024



Agenda



- Welcome/Opening/Agenda Review
- Closing Reports
 - Final 13th-Month AMR and AMR-OC
 - Schedules A, B, and C
 - Certification Form
 - Audit Extension Request
- FY25 AMR and AMR-OC Changes
- FY25 AMR and AMR-OC Initial Configuration
- Remaining Obligated ARPA Disbursements
- Future Meeting Date
- Question and Answer

FFY2024 Closeout Reports



The Area Plan Contract Year 2024 Final (13th-Month) AMR, AMR-OC, Schedules A, B, and C, and the Certification Form should be completed and submitted by the close of business, November 15, 2024. These reports are used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures, and receipts for the fiscal period October 1, 2023, through September 30, 2024.

Closeout Report Documents



- Final 13th-Month AMR
- Final 13th-Month AMR-OC
- Schedules A, B, and C
- Certification Form
- Audit Extension Request

Final 13th-Month AMR



- The AMR is used to report compiled annual programmatic and financial information for the period October 1, 2023, to September 30, 2024.
- When completing your report, select 'Final (13th Mo)' from the month drop down menu on the AMR payment worksheet.
- Please name your file, "Final PSA xx", inserting the PSA number in the characters denoted by 'xx'.
- Please email your submission to closeoutreports@dars.virginia.gov.

Final 13-Month AMR (cont)



- Please review the Final 13th-Month AMR for accuracy and completeness:
 - Ensure all requirements are being met
 - Service unit data has been entered
- Please use PeerPlace data to report service units. In the event a discrepancy exists between AMR and PeerPlace data, the PeerPlace data should be used for all services except Legal Assistance, Public Information and Education, and Outreach.
- PeerPlace data will be used to measure the statewide service performance.

Requirements



- Priority Service Spending
- III-B, III-C, and III-D Prep and Admin
- III-B, III-C1, and III-C2 Services match requirements
- III-E Prep and Admin Spending
- III-E Grandparent Spending

Requirements Page



Requirement		Agency Status	Requirement	Agency Status
Priority Service Spending			Title III-E	
Access (minimum 15%)	272,246	21.4%	Prep & Admin Spending (10% or less)	5.4%
In-Home (minimum 5%)	155,446	12.2%	Prep & Admin Federal Share (75% or less)	74.6%
Legal (minimum 1%)	50,072	3.9%	Services Federal Share (75% or less)	66.6%
Title III-B, C, and D Preparation and Administration			Title III-E Categories	
Spending 10% or less of B, C, and D Fed Funds	190,440	6.5%	Respite Services	69,930
Federal Share (75% or less)	190,440	74.9%	Supplemental Services	
Non-Federal Share (25% or more)	63,688	25.1%		
i i			Supplemental % - 20% or less	
Title III and Title III-E Preparation and Administration				
using OAA General Fund (5% or less)	15,107	3.3%	Funds Spent on Grandparents	9,967
			% Spent on Grandparents - 10% or less	1.8%
Enter the FY 2000 Title III-B Expenditures in the LTC				
Ombudsman Program		11,142		
			Enter Title III-B general fund expenditures used to	
Title III-B Services			match non OAA funds or used for services under a	
Federal Share (85% or less)	1,102,237	54.3%	non OAA allowed sliding fee scale.	
Non-Federal Share plus State Share (15% or more)	772,452	37.8%	West of the second seco	
State Share (5% or more)	667,059	34.1%		
			Enter Title III-C1 general fund expenditures used to	
Title III-C1 Services			match non OAA funds.	
Federal Share (85% or less)	757,153	81.7%	A CONTRACTOR OF THE CONTRACTOR	
Non-Federal Share plus State Share (15% or more)	169,841	18.3%		
State Share (5% or more)	169,591	18.3%	Enter Title III-C2 general fund expenditures used to	
			match non OAA funds.	
Title III-C2 Services			MARKON AND AND AND AND AND AND AND AND AND AN	
Federal Share (85% or less)	708,865	56.1%		
Non-Federal Share plus State Share (15% or more)	554,983	43.9%		
State Share (5% or more)	554,983	43.9%		

Service Units to Expenditures



- If there are expenditures in a service column, there must be unit data to support the cost
- Voluntary contributions collected must match expenses claimed under 'Other Funds - Voluntary Contributions'
- Fees collected must match expenses claimed in 'Other Funds Fees'
- Unit costs are reviewed for year-end performance reporting to ACI

Schedules A, B, and C



- Schedules A, B, and C are to be included in each AAAs audited financial statements as supplementary information and the contracted audit firm is required to include these schedules in their audit opinion.
- Please ensure all funds received from DARS are included and that recorded amounts reconcile to the September 2024 remittance advice.
- Please email the schedules to: closeoutreports@dars.virginia.gov.

Schedule A, Status of Funds



- Provides an accounting of grant funds on hand at the beginning of the period, and receipt and expenditures of grant funds during the period.
- General fund awards for the fiscal year ending on June 30, 2024, needed to be obligated by June 30, 2024, AAA have until September 30, 2024, to liquidate the obligations.
- If a cash balance exists on September 30, 2024, from any general fund award for the Program Year (PY) ending on June 30, 2024, please refund the balance to DARS with a copy of Schedule A as your remittance advice.

Schedule A Document

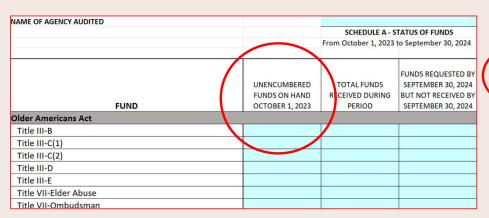


NAME OF AGENCY AUDITED						
		SCHEDULE A - S	TATUS OF FUNDS			
		From October 1, 2023	to September 30, 2024			
			FUNDS REQUESTED BY			
	UNENCUMBERED	TOTAL FUNDS	SEPTEMBER 30, 2024	TOTAL OF FUNDS		UNENCUMBERED
	FUNDS ON HAND	RECEIVED DURING	BUT NOT RECEIVED BY	AVAILABLE DURING	ACCRUED COSTS TO	FUNDS ON HAND
FUND	OCTOBER 1, 2023	PERIOD	SEPTEMBER 30, 2024	PERIOD	CONTRACT PERIOD	SEPTEMBER 30, 2024
Older Americans Act						
Title III-B				\$0	\$0	\$0
Title III-C(1)				\$0	\$0	\$0
Title III-C(2)				\$0	\$0	\$0
Title III-D				\$0	\$0	\$0
Title III-E				\$0	\$0	\$0
Title VII-Elder Abuse				\$0	\$0	\$0
Title VII-Ombudsman				\$0	\$0	\$0
NSIP				\$0	\$0	\$0
Supplemental Nutrition C2				\$0	\$0	\$0
Vaccine Access				\$0	\$0	\$0
American Rescue Plan (ARP) III-B				\$0	\$0	\$0
American Rescue Plan (ARP) III-C(1)				\$0	\$0	\$0
American Rescue Plan (ARP) III-C(2)				\$0	\$0	\$0
American Rescue Plan (ARP) III-D				\$0	\$0	\$0
American Rescue Plan (ARP) III-E				\$0	\$0	\$0
American Rescue Plan (ARP) VII-Ombudsman				\$0	\$0	\$0
Expanding Public Health Workforce				\$0	\$0	\$0
Other				\$0		\$0
Other				\$0		\$0

A - Preparation, Column B



Unencumbered Funds-on-Hand as of October 1, 2023 –
 FY2024 Final 13-Month AMR Unencumbered Cash-on-Hand at beginning of contract (Request Page, Row 4)



PSA #:			Month Ending:		Year:		
0				Fede	ral		
Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Inadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							

A - Preparation, Column C



 Total Funds Received During Period - FY2024 Final 13-Month AMR Cash Received Y-T-D for this Contract (Request Page, Row

11)

NAME OF AGENCY AUDITED			
		SCHEDULE A - S	TATUS OF FUNDS
		From October 1, 2023	to September 30, 2024
			FUI DS REQUESTED BY
	UNENCUMBERED FUNDS ON HAND	TOTAL FUNDS RECEIVED DURING	SEPTEMBER 30, 2024 BUT NOT RECEIVED BY
FUND	OCTOBER 1, 2023	PERIOD	SEP TEMBER 30, 2024
Older Americans Act			
Title III-B			
Title III-C(1)			
Title III-C(2)			
Title III-D			
Title III-E			
Title VII-Elder Abuse			
Title VII-Ombudsman			

PSA #:			Month Ending:		Year:		
0		77	111 111 221	Fede	ral	o .	9
Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							
Y-T-D Expenditures							
Cash Received Y-T-D for This Contract)						
Cach Requested Last Report But Not Yet Received							
Cash Disbursed Y-T-D							

A - Preparation, Column D



 Funds Requested by September 30, 2024 but not Received by September 30, 2024 - FY2024 Final 13-Month AMR Cash Requested Last Report But Not Yet Received (Request Page,

Row 12)

				Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII -	Title VII - Ombudsman
NAME OF AGENCY AUDITED			STATUS OF FUNDS	Unencumbered Cash-on-Hand at AAA at Beginning of Contract	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Elder Abuse	Ombuusman
		From October 1, 2023	to September 30, 2024	Unadvanced Balance of Previously Awarded Funds at VDA							
	UNENCUMBERED	TOTAL FUNDS	FUNDS REQUESTED BY SEPTEMBER 30, 2024	Current Year Award							
FUND	FUNDS ON HAND OCTOBER 1, 2023	RECEIVED DURING PERIOD	BUT NOT RECEIVED BY SEPTEMBER 30, 2024	Total Funds Available for This Contract							
Older Americans Act	·			Planned Carryover							
Title III-B Title III-C(1)				Approved Budget							
Title III-C(2) Title III-D				Y-T-D Expenditures							
Title III-E Title VII-Elder Abuse				Cash Received Y-T-D for This Contract							
Title VII-Ombudsman				Cash Requested Last Report But Not Yet Received	<u> </u>						
				Cash Disbursed Y-T-D							

A - Preparation, Column E



 Total of Funds Available During Period – automatically calculated based upon entry in Columns B, C, and D

NAME OF AGENCY AUDITED		CCHEDINE A C	SCHEDULE A - STATUS OF FUNDS		
		From October 1, 2023	to September 30, 2024		
			FUNDS REQUESTED BY		
	UNENCUMBERED	TOTAL FUNDS	SEPTEMBER 30, 2024	TOTAL OF FUNDS	
	FUNDS ON HAND	RECEIVED DURING	BUT NOT RECEIVED BY	AVAILABLE DURING	
FUND	OCTOBER 1, 2023	PERIOD	SEPTEMBER 30, 2024	PERIOD	
Older Americans Act					
Title III-B				\$0	
Title III-C(1)				\$0	
Title III-C(2)				\$0	
Title III-D				\$0	
Title III-E				\$0	
Title VII-Elder Abuse				\$0	
Title VII-Ombudsman				\$0	

A - Preparation, Column F

DMAS Ombudsman FY 23



 Accrued Cost to Contract Period – Contract Period Awards are automatically calculated from Schedule B (row 11), Off-cycle Awards require manual entry - FY2024 Final 13-Month AMR Cash Disbursed Y-T-D (Request Page, Row 13)

						PSA #:				Month Ending:		Year:		
		***************************************	FUNDS REQUESTED BY SEPTEMBER 30, 2024	TOTAL OF FUNDS			0			700		Federal		
	UNENCUMBERED FUNDS ON HAND	TOTAL FUNDS RECEIVED DURING			ACCRUED COSTS TO	UNENCUMBERED FUNDS ON HAND								
FUND	OCTOBER 1, 2023	PERIOD	SEPTEMBER 30, 2024	PERIOD		EPTEMBER 30, 2024							Title VII -	Title VII -
Older Americans Act						1	Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Elder Abuse	
Title III-B				\$0	\$0	\$0	Y-T-D Expenditures		11.00 111 0(17	11tto III 0(2)		11110 111 2	Zidoi /ibdoo	- Cilibadaolila
Title III-C(1)				\$0	\$0	\$0	Y-1-D Expenditures							
Title III-C(2)				\$0	\$0	\$0	Cash Received Y-T-D for This							
Title III-D				\$0	\$0	\$0	Contract							
Title III-E				\$0	\$0	\$0	Cash Requested Last Report But Not							
Title VII-Elder Abuse				\$0	\$0	\$0	ret Received							
Title VII-Ombudsman				\$0	\$0	\$	Tet Received						+	
NSIP				\$0	\$0	50								
Supplemental Nutrition C2				\$0	\$0	.0	Cash Disbursed Y-T-D							
Vaccine Access				\$0	\$0	\$0	Accounts Payable at End of Report							
American Rescue Plan (ARP) III-B				\$0	\$0	\$0	Month (Accrued Expenses)							
American Rescue Plan (ARP) III-C(1)				\$0	\$0				-				_	
American Rescue Plan (ARP) III-C(2)				\$0	\$0		Cash-on-Hand at End of Report							
American Rescue Plan (ARP) III-D				\$0	\$0	\$0	Month							
American Rescue Plan (ARP) III-E				\$0	\$0	\$0	Cash Required for 30 Days of							
American Rescue Plan (ARP) VII-Ombudsman				\$0	\$0	\$0	Program Operations							
Expanding Public Health Workforce				\$0	\$0	\$0	-riogram operations		1		l			
Other				\$0		\$0								
Other				\$0		\$0								
Other Federal														
Title V -(PY 06/30/24 Award)				0		\$0								
Title V-(PY 06/30/25 Award)				\$		\$0								
Title V - DOL (STCS)				\$0		\$0								
VICAP-(PY 03/31/24 Award)				\$0		\$0								
VICAP-(PY 03/31/25 Award)				\$0		\$0								
DMAS Ombudsman FY 22				\$0		\$0								

A - Preparation, Column G



 Unencumbered Funds-On-Hand September 30, 2024 – automatically calculated, Column E minus Column F, reconciles to FY2024 Final 13-Month AMR Cash-On-Hand at End of Report Month (Request Page, Row 15)

	T						PSA # :			Month Ending:		Year:		
	UNENCUMBERED	TOTAL FUNDS	FUNDS REQUESTED BY SEPTEMBER 30, 2024	TOTAL OF FUNDS		UNENCUMBERED	0				F	ederal		
	FUNDS ON HAND	RECEIVED DURING	BUT NOT RECEIVED BY		ACCRUED COSTS TO	FUNDS ON HAND								
FUND	OCTOBER 1, 2023	PERIOD	SEPTEMBER 30, 2024	PERIOD		SEPTEMBER 30, 2024							Title VII -	Title VII -
Older Americans Act							Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Elder Abuse	Ombudsman
Title III-B				\$0	\$0	SO	The state of the s	Title III-D	ride in-O(1)	Tide in O(2)	Title III-D	ride in-L	LIGGI ADGSC	Ombudaman
Title III-C(1)				\$0	\$0	50	Y-T-D Expenditures							
Title III-C(2)				\$0	\$0	\$0	Cash Received Y-T-D for This							
Title III-D				\$0	\$0	\$0	Contract							
Title III-E				\$0	\$0	SO.								
Title VII-Elder Abuse				\$0	\$0		Cash Requested Last Report But Not							
Title VII-Ombudsman				\$0	\$0	\$0	Yet Received							
NSIP				\$0	\$0	\$0								
Supplemental Nutrition C2	<u>s</u>			\$0	\$0	\$0	Cash Disbursed Y-T-D							
Vaccine Access				\$0	\$0	SO.						2		
American Rescue Plan (ARP) III-B				\$0	\$0		Accounts Payable at End of Report							
American Rescue Plan (ARP) III-C(1)	j			\$0	\$0	\$0	Month (Accrued Expenses)							
American Rescue Plan (ARP) III-C(2)				\$0	\$0	10	Cash-on-Hand at End of Report							
American Rescue Plan (ARP) III-D				\$0	\$0	0	-Month							
American Rescue Plan (ARP) III-E				\$0	\$0	\$0			_				-	
American Rescue Plan (ARP) VII-Ombudsman				\$0	\$0		Cash Pequired for 30 Days of							
Expanding Public Health Workforce				\$0	\$0	\$0	Program Operations							
Other				\$0		\$0								
Other				\$0		\$0								
Other Federal														
Title V -(PY 06/30/24 Award)				\$0		\$0								
Title V-(PY 06/30/25 Award)				\$0		\$0								
Title V - DOL (STCS)				\$0		\$0								
VICAP-(PY 03/31/24 Award)				\$0		\$0								
VICAP-(PY 03/31/25 Award)				\$0		\$0								
DMAS Ombudsman FY 22	j .			\$0		\$0								
DMAS Ombudsman FY 23				\$0		\$0								_

PSA #: Month Ending: Year:
0 Federal

0			Federal			
Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse
Unencumbered Cash-on-Hand at AAA at Beginning of Contract		Сору				
Unadvanced Balance of Previously Awarded Funds at VDA						
Current Year Award						
Total Funds Available for This Contract						
Planned Carryover						
Approved Budget						
Y-T-D Expenditures						
Cash Received Y-T-D for This Contract						
Cash Requested Last Report But Not Yet Received						
Cash Disbursed Y-T-D						
Accounts Payable at End of Report Month (Accrued Expenses)						
Cash-on-Hand at End of Report Month						
Cash Required for 30 Days of Program Operations						
Cash Request Calculated						
Cash Requested (See Note Below)						
YTD Percentage of Cash Requested						

Schedule ABC and September/Final AMR

Schedule A is matched to the remit Schedule B is the amount spent on the programs which should match to the AMR report

The totals on the Request Page of the September/Final AMR should be the figures that are reported on Schedules A and B.

- Row 4 funds on the Sept/Final AMR are reported under the Oct 1 Unencumbered FOH column on Schedule A
- Row 11 funds on the Sept/Final AMR are reported under the Total funds received during the period column on Schedule A
- Row 13 funds on the Sept/Final AMR matches up with the Accrued Cost to Contract Period on Schedule A
- Row 15 funds on the Sept/Final AMR matches up with the Sept 30th Unencumbered FOH column on Schedule A

A - Conclusion



- The previous set of instructions were based on the Final 13th-Month AMR.
- Please repeat these steps for the Final 13th-Month AMR-OC using the following:
 - Unencumbered Funds On Hand as of October 1, 2023 from the previous year's Schedule A, Column G, Unencumbered Funds On Hand September 30, 2023.
 - Total Funds Received During Period Request Page, Row 8
 - Funds Requested by September 30, 2024, but not Received by September 30, 2024 - AAA calculation if payment was delayed
 - Accrued Costs to Contract Period Request Page, Row 11
 - Encumbered Funds on Hand September 30, 2024 Request Page,
 Row 13

Schedule B, Cost by Program Activity



- Accounts for the expenditure of funds by activity rather than grant and should be used to reconcile to Schedule A 'Accrued Costs to Contract Period' for OAA awards.
- Schedule B includes separate sections to report the following activities:
 - Title III (Except III-E) which also includes Title VII
 - III-E
 - Grandparents and older individuals who are relative caregivers of children.
- The data reported on your final AMR and AMR-OC should be the same as reported on Schedule B.

Schedule B Document



NAME OF AGENCY:				0										
		I EDWINSON OF		COSTS BY PRO										
		FROM	10/1,	/2023	ТО	9/30/	2024							
	COSTS TO FEDERAL II-B FUNDS	COSTS TO FEDERAL III C-1 FUNDS	COSTS TO FEDERAL III C-2 FUNDS	COSTS TO FEDERAL III-D FUNDS	COSTS TO FEDERAL III-E FUNDS	COSTS TO FEDERAL VII ELD. AB. FUNDS	COSTS TO FEDERAL VII OMB FUNDS	COSTS TO FEDERAL Supp Nutrition C2	COSTS TO FEDERAL Vaccine Access	COSTS TO FEDERAL ARP III-B FUNDS	COSTS TO FEDERAL ARP III C-1 FUNDS	COSTS TO FEDERAL ARP III C-2 FUNDS	COSTS TO FEDERAL ARP III-D FUNDS	COSTS TO FEDERAL ARP III-E FUNDS
TITLE III (EXCEPT III-E)														
OLDER AMERICAN ACT FUNDS:														
Adult Day Care														
Checking														
Chore								1						
Homemaker														
Personal Care														
Care Coordination Level 2														
Service Coordination Level 1														
Care Transitions														
S.O.S.														
Comm. Referral Info. &Assist									I	,				
Options Counseling														
Transportation														
Assisted Transportation														
Congregate Meals														
Home Delivered Meals														
Home Delivered Fee for Service														
Nutrition Counseling														
Nutrition Education														
Other "EB" Disease Prevention														
CDSME														
Falls Prevention														
Health Education Screening														

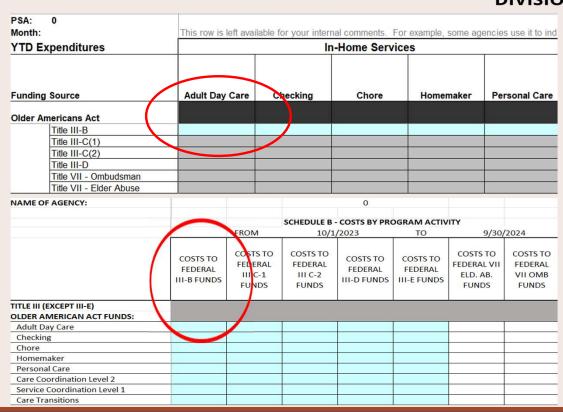
Schedule B, Instructions



- Transfer expenditure data from the Final 13-Month AMR and AMR-OC to Schedule B.
- Please include the data from each worksheet :
 - Title III
 - Title III-F
 - Title III-E Grandparents
 - COVID-19 MDD
 - Vaccine Access
 - ARPA
 - Expanding Public Health Workforce

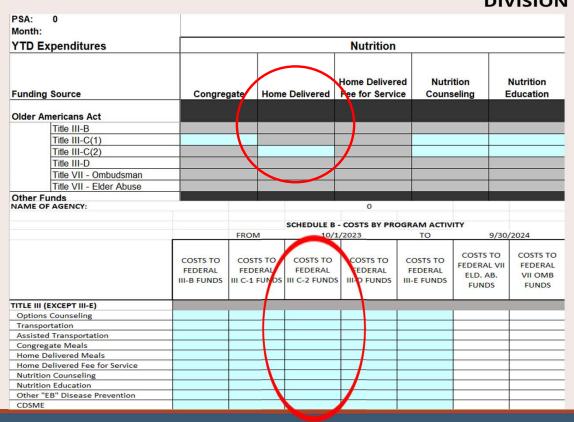
Schedule B, Example 1





Schedule B, Example 2





Schedule B, Example 3



								L	DIVISIO	7
PSA:	0									
Month:	0	Year:		0						
YTD Expend	itures	10/01/20: Expendite	ıre				- 13	In-H	Iome Services	
Funding Source	e		00.000.0000 10.0000		Adult Day Care		hecking		Chore	
American Resc	ue Plan (ARP)									
	Title III-B									
	Title III-C(1)									
	Title III-C(2)									
	Title III-D							1		
	Title III-E				_					
	Title VII - Ombudsman									
		COSTS TO FEDERAL ARP III-B FUNDS	FE	OSTS TO EDERAL ARP II C-1 EUNDS	COST FEDE AF III (RAL RP C-2	COSTS T FEDERA ARP III-D FUN	L	COSTS TO FEDERAL ARP III-E FUNDS	
	(CEPT III-E)									
	ERICAN ACT FUNDS:									
Adult Day	/ Care									
Checking										
Chore								/		
Homema	ker									
Personal	Care									
Care Coo	rdination Level 2									

Schedule B, Total Page



										OIT A	
		SCHEDULE B - COSTS BY PROGRAM ACTIVITY									
		FROM 10/1/2023			TO 9/30/2024		/2024				
	COSTS TO FEDERAL III-B FUNDS	COSTS TO FEDERAL III C-1 FUNDS	COSTS TO FEDERAL III C-2 FUNDS	COSTS TO FEDERAL III-D FUNDS	COSTS TO FEDERAL III-E FUNDS	COSTS TO FEDERAL VII ELD. AB. FUNDS	COSTS TO FEDERAL VII OMB FUNDS	COSTS TO FEDERAL Supp Nutrition C2	COSTS TO FEDERAL Vaccine Access	COSTS TO FEDERAL ARP III-B FUNDS	COSTS TO FEDERAL ARP III C-1 FUND
TITLE III (EXCEPT III-E)		44-			<u> </u>		¥				
Respite Voucher					"				1		
Adult Day Care (Out of Home)											
Homemaker (In-Home)					C						
Personal Care (In-Home)											
Institutional Respite (Out of Home Ove	rnight)										
Other Respite Services	,										
Assistive Tech/DME/PERS-Devices											
Assistive Tech/DME/PERS-Payments											
Chore											
Consumable Supplies											
Financial Consultation											
Congregate Meals											
Home Delivered Meals											
Homemaker											
Personal Care											
Residential Repair and Renovation											
Transportation											
Assisted Transportation											
Direct Supplemental Service Pymnts											
Other Supplemental Services											
Incentive Program											
						70		10		0.	
TOTAL TITLE III & TITLE VII	0	0	0	0	0	0	(0	0	0	



- Tangible personal property purchased with funds from a federal grant or state funds should be included.
- Generally, equipment or large quantities of food would be the main items reported such as:
 - Kitchen hardware
 - Mobile equipment such as vans and cars
 - Generator
- Equipment with a fair market value of less than \$5,000 per unit should not be reported.

Schedule C Document



NAME OF AGENCY AUDITED		0					
	SCHEDULE C - STATUS OF INVENTORIES YEAR ENDED SEPTEMBER 30, 2024						
Fund Source and Type of Inventory	Value on Hand 10/1/2023	Increase (Decrease) During Period	Value on Hand 9/30/2024				
Title III-B Older Americans Act			0				
Title III-C(1) Older Americans Act			0				
Title III-C(2) Older Americans Act			0				
Title III-D Older Americans Act			0				
Title III-E Older Americans Act			0				
Title VII Elder Abuse			0				
Title VII Ombudsman			0				
Other Funds (Specify funds)			0				
Other Funds (Specify funds)			0				

Certification Form



- Executive Director reviewed the Final 13th-Month AMR and AMR-OC and Schedules A, B, and C for the Area Plan contract year beginning October 1, 2023, and concluding on September 30, 2024.
- Certify that all revenues received and expenditures reported under the AP Contract are allowable in compliance with federal and state reporting requirements.
- Certify that all expenditures are traceable to expenditures in the agency's accounting records.

Agency Letterhead



CERTIFICATION

fy that I am the
ort (AMR) and if Inventories ginning October mitting these nabilitative 00 and Section 22 e and belief, this spared from the licable rted under the rong Door/Aging r Elderly owable in . I Turther
ures in the hat occur mptly reported to
or

Please email to:
closeoutreports@dars.virginia.gov
or
tanya.brinkley@dars.virginia.gov

Audit Extension Request



- All AAA audit reports are due to DARS by December 15, 2024.
- The audit should include an audited version of Schedules A, B, and C.
- The independent public accountant shall render an opinion on three schedules per 22VAC30-60-470.
- If this report cannot be submitted by this time, the Agency shall request an extension before December 15, 2024, using the DARS Audit Report Extension Request.

Audit Extension Request Form





AUDIT REPORT EXTENSION REQUEST FORM

	quest to extend the submission date of the area from December 15 th to
with an accounting firm or indepen	ontract with DARS, our agency has contracted andent Certified Public Accountant to perform the er was secured on and the audit report is
Comments/Reasons for request:	
Executive Director's Signature	Date
	 Date

Please email to: john.carpenter@dars.virginia.gov

AMR Changes



- "Grab & Go Meals" shelf-stable, pick-up, carry-out, drive-through, or similar meals.
- Only 25% of congregate meal dollars can be used to claim Grab & Go (no cap on HDM).
- AMR captures Grab & Go under both congregate and home delivered meals.
- Each category logs total meals and individuals served.
- October 1, 2024 September 30, 2025 track units to assess programmatic utilization, community need, and anticipated costs.

AMR Change 1 - Grab & Go



PSA: 0 Month:							
/TD Expenditures Nutrition							
Funding Source	Congregate	Congregate Grab & Go Meals	Home Delivered	Home Delivered Grab & Go Meals	Home Delivered Fee for Service	Nutrition Counseling	Nutrition Education
Older Americans Act							
Title III-B							
Title III-C(1)							
Title III-C(2)							
Title III-D							
Title VII - Ombudsman							
Title VII - Elder Abuse							
Other Funds							
Other Non-Federal							
Voluntary Contributions							
Fees							
Other Federal							
DMAS - Ombudsman							
Other Local Federal Funding							
NSIP							
General Funds							
OAA General							
Community Based							
Transportation							
Home Delivered Meals							
Supplemental Nutrition							
CCEVP							
Ombudsman							
Total Cash							
In-Kind Amount							
Service Data:							
Actual Number of Units							
Unit Defined as:	Eligible Meals	Meals	Meals	Meals	Non NSIP Meals	Hours	Sessions
Unit Cost							
Actual Persons Served							

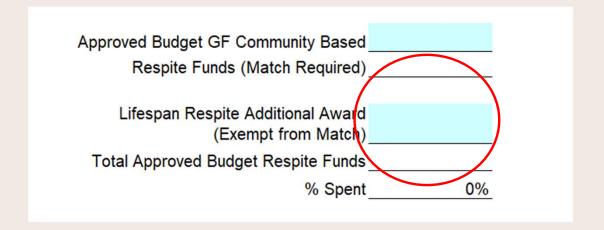
AMR Change 2 - Requirements DARS VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES DIVISION FOR AGING SERVICES

Title III-C1 Services	
Federal Share (85% or less)	
Non-Federal Share plus State Share (15% or more)	
State Share (5% or more)	
Grab & Go (25% or less)	
Title III-C2 Services	
Federal Share (85% or less)	
Non-Federal Share plus State Share (15% or more)	
State Share (5% or more)	

AMR Change 3 - Respite



Respite - Pilot Program



AMR Change 4 - COVID Tab



PSA: 0 This row is left available for your internal comments. For example, some agencies use it to indicate internal account numbers. Month: YTD Expenditures In-Home Services Access Services Care / Service Coordination Options Adult Day Care Checking Chore Personal Care Level 2 Care Transitions Referral & I&A **Funding Source** Counseling Older Americans Act Title III-B Title III-C(1) Title III-C(2) Title III-D Title III-E Total Cash Service Data: Actual Number of Units Unit Defined as: Hours Contacts Individual Hours Individual Hours Individual Hours Contacts Contacts Hours Unit Cost Actual Persons Served Service Match Requirements with COVID-19 MDD Flexible Spending added Title III-B Services Pooled Service Match allowed with COVID-19 MDD flexible spending (Title III-B, III-C1,III-C2, #VALUE! Federal Share (85% or less) Non-Federal Share plus State Share (15% or more) #VALUE! Overmatch (+) / Undermatch (-) amount State Share (5% or more) Overmatch (+) / Undermatch (-) amount #VALUE! Title III-C1 Services Federal Share (85% or less) #VALUE! Non-Federal Share plus State Share (15% or more) State Share (5% or more) Overmatch (+) / Undermatch (-) amount #VALUE! Title III-C2 Services #VALUE! Federal Share (85% or less) Non-Federal Share plus State Share (15% or more) State Share (5% or more) #VALUE! Overmatch (+) / Undermatch (-) amount

AMR-OC Change 1 - Supp Nutr. DARS VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES



		Supplemental N	lutrition			
PSA:	0	101				
Month:	0	Year:	0			
YTD E	xpenditures	10/01/2023 Expenditure	YTD Exp	penditures	Administration	Balance
		Balance	Comments	Home Delivered	Preparation & Administration	
Funding			Congregate	Home Delivered	Administration	
Supplen	nental Nutrition					
	Title III-C(2)					0
Other F						
	Other Non-Federal					
	Voluntary Contributions					
	Fees					
Other F						
	DMAS - Ombudsman					
	Other Local Federal Funding					
	NSIP					
General	Funds		ii .	T		
	OAA General					
	Community Based					
	Transportation					
	Home Delivered Meals					
	Supplemental Nutrition					
	CCEVP					
	Ombudsman					
In-Kind	Amount					
Service	Data:					Preparation and Ad
Acutual I	Number of Units					Spending 10% or les
Unit Defi			Meals	Meals		Federal Share (75%
Unit Cos			11193115			Non-Federal Share (
	ersons Served					
						i

AMR-OC Change 2 - Vaccine



		Vaccine	Access					
PSA: 0								
Month: 0	Year:	0						
YTD Expenditures	10/01/2023			YTD Expenditure	es		Administration	Balance
Funding Source:	Expenditure Balance	CRIA	Outreach	Transportation	COVID-19 Vaccine Activity Planning	Incentive Program	Preparation & Administration	
Vaccine Access								
Amount							L.	0
Service Data:								
Acutual Number of Units								
Unit Defined as:		Contacts	Events	1-Way Trips	Hours	# of Incentives		
Unit Cost				100				
Actual Persons Served								
Total # of Vaccines (shots) Received by Individuals Type of Outreach Events Held:								
Type of Vaccine Planning Activities:								

New FY2025 AMR



- Refer to 'Request Instructions' tab on the FY2025 AMR
- Begin by populating the 'Request' tab
- Unencumbered Cash-on-Hand

• Amount of advanced funds received by the AAA and should be the liability on the agency's records from the prior year. This is the last column that was reported on Schedule A.

NAME OF AGENCY AUDITED	_						PSA #:			Month Ending:		Year:		
			STATUS OF FUNDS			_	0				F	ederal		
		From October 1, 2023	to September 30, 2024			_		1						-
	UNENCUMBERED	TOTAL FUNDS	FUNDS REQUESTED BY SEPTEMBER 30, 2024	TOTAL OF FUNDS		UNENCUMBERED	Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII Ombudsn
	FUNDS ON HAND	RECEIVED DURING					Unencumbered Cash-on-Hand at AAA							
FUND	OCTOBER 1, 2023	PERIOD	SEPTEMBER 30, 2024	PERIOD	CONTRACT PERIOD	SEPTEMBER 30, 2024	at Beginning of Contract							
Older Americans Act						,	at beginning or Contract	_						
Title III-B				\$0	\$0	\$0	Unadvanced Balance of Previously							
Title III-C(1)				\$0	\$0	\$0	Awarded Funds at VDA							
Title III-C(2)	(\$0	\$0	\$0	Awarded Fullus at VDA				-			
Title III-D		N.		\$0	\$0	\$0								
Title III-E				\$0	\$0	\$0	Current Year Award							
Title VII-Elder Abuse				\$0	\$0	\$0	Total Funds Available for This				-			
Title VII-Ombudsman				\$0	\$0	\$0 \$0								
NSIP				\$0	\$0	\$0	Contract				ne .			

New FY2025 AMR (cont)



- Unadvanced Balance of Previously Awarded Funds
 - This is amount of funds previously awarded remaining on the September remittance (carryover funds). The amount will not change throughout the year.

REMITTANCE ADVICE			FFY 2024	SUMMARY (OF ALL REMITTAN	VCE ADVICES		SEPT 2024	1	PSA #:				Month Ending:	F	Year:			
SUMMARY	CFDA#	PROJECT #	PERIOD	OBLIGATION	PAID PRIOR 10/1/2023	PREVIOUSLY PAID	THIS PAYMENT	GRANT TO DATE PAYMENT	BALANCE	Status of Funds		Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman	NSIP
T-III B AP & SS	93.044	0000124465	FY'24 10/23 - 09/24	11,437,052.00		7,257,389.00		8,214,943.00	3,222,109.0	Unencumbered Care of at Beginning of Connac	Hand at AAA								
T-III C1 CON MEAL	93.045	0000124466	FY'24 10/23 - 09/24	5,632,091.00		3,325,184.00		3,945,181.00	1,686,910.0	Unadvanced Balance of	Previously								
T-III C2 - H D MEALS	93.045	0000124467	FY'24 10/23 - 09/24	9,537,503.00		5,293,965.00		6,322,692.00	3,214,811.0	Awarded Funds at VDA									
T-III D PREV HEAL	93.043	0000124474	FY'24 10/23 - 09/24	561,029.00		310,374.00		379,178.00	181,851.0	0									
T-III E NFCSP	93.052	0000124475	FY'24 10/23 - 09/24	4,302,438.00		2,248,417.00		2,701,771.00	1,600,667.0	Current Year Award									
T-VII G ELDER ABUSE	93.041	0000124477	FY'24 10/23 - 09/24	97,462.00		70,527.00		74,534.00	22,928.0	Total Funds Available fo	or This								
T-VII OMBUDSMAN	93.042	0000124478	FY'24 10/23 - 09/24	485,153.00		405,367.00		435,808.00	49,345.0	Contract								\longrightarrow	

New FY2025 AMR (cont 2)



- Current Year Award
 - On the obligation page (pending contract issuance) this is the sum of prior year obligation and current year obligation plus any transfers request on the budget. Pro-Tip: this should mirror the new year's funding allocation that was issued in June plus any transfers.

	DEPARTMENT F t AGING AND REHABILITATIVE SERVICES FY 2 5 Federal Funding Allocations						PSA #: 0			Month Ending:	F	Year: ederal	Title VII -	Title VII -		
1-			TITLE III			TITLE	VII	Status of ds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Elder Abuse	Ombudsman	NSIP
		C(1) -		D -		b 30000 000		Unencumber of Cash-on-Hand at AAA								
	B- Supportive	Congregate	C(2) - Home		E - Family			at Beginnin f Contract								
PSA	Services	Meals I	Delivered Meals	Health	Caregiver	Elder Abuse	Ombudsman									
1	324,138	178,133	288,133	14,433	108,945	2,544	13,040	Unadvance alance of Previously								
2	415,781	228,322	370,333	30,411	139,998	3,248	12,955	Awarded F Is at VDA						-		
3	610,748	335,524	543,967	42,230	205,348	4,777	21,852	•								
4	291,596	160,237	259,877	18,119	97,975	2,276	15,155	Current Year Award								
5	557,607	306,345	496,915	22,511	187,604	4,341	31,136	Total Founds Assoluble for This								
6	549,222	301,801	488,766	7,647	184,576	4,302	25,530	Total Funds Available for This								
7	437,218	240,189	390,375	13,292	147,008	3,395	20,222	Contract						1	-	

New FY2025 AMR (cont 3)



Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E
Estimated Unencumbered Cash on	•		, , , , , , , , , , , , , , , , , , ,	11111	
Hand on 10/1/24	377,103	53,747	358,660		164,198
FY'25 Obligation	1,471,272	808,071	1,313,542	33,512	495,399
FY'25 Transfers	212,161	247,578	(459,739)		
Total Resources	2,060,536	1,109,396	1,212,403	33,512	659,597
Total Proposed Spending FY'25	2,060,536	1,109,396	1,212,463	33,512	659,597
Proposed Carryover into FY'26	0	0	(0)	0	0

New FY2025 AMR (cont 4)



Spending	0440				Home Delivered	Supplemental
	OAA General	Community Based	Transportation		Meals	Nutrition
Estimated Unencumbered Cash on						
Hand on 10/1/24	99,224	60,162		132,496	87,187	34,759
FY'25 Obligation						
(Oct 1, 2024 - Jun 30, 2025)	302,732	340,102		123,167	434,217	105,090
FY'25 Transfers				-		
(Oct 1, 2024 - Jun 30, 2025)		(136,041)		309,728	(173,687)	
FY'26 Obligation						
(Jul 1, 2025 - Sep 30, 2025)	80,597	113,367		41,055	144,739	35,030
FY'26 Transfers						
(Jul 1, 2025 - Sep 30, 2025)			-	57,896	(57,896)	

New FY2025 AMR (cont 5)



- Total Funds Available for this Contract
 - Auto-calculated (formula).
- Planned Carryover
 - If you have planned a carryover for FY2026, please record this amount here (limit is 10% unless waived).

PSA #:			Month Ending:		Year:				
0	Federal								
Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman		
Unencumbered Cash-on-Hand at AAA at Beginning of Contract									
Unadvanced Balance of Previously Awarded Funds at VDA									
Current Year Award									
Total Funds Available for This Contract									
Planned Carryover	•								
Approved Budget									

New FY2025 AMR (cont 6)



- Approved Budget
 - Auto-calculated (formula)
 - 'Total Funds Available for This Contract' minus 'Planned Carryover'

PSA #:			Month Ending:		Year:		
0				F	ederal		
Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							

New FY2025 AMR (final)



- Remainder of the AMR entered throughout the course of the year
- Please repeat the process for the AMR-OC
- Please note the AMR-OC does not have the 'Unencumbered Cash-on-Hand at the Beginning of Contract' due to the nature of the award (temporary or one-time awards)
- The 'Request Instructions' tab is located adjacent to the 'Request' tab for reference.



- AMR and AMR-OC due by the 12th of every month
- Year-end remittance pending
- ARPA obligations must exhaust by December 31, 2024



Questions