



## AGING PROGRAM DIRECTIVE

<b>APD#</b> 22-01-05	
<b>Issuance Date:</b> April 14, 2022	<b>Effective Date:</b> July 1, 2021
<b>Program Area:</b> AAA Administration	<b>Disposition:</b>
<b>Origin:</b> Bureau of Finance	<b>Contact:</b> Finance-Steve Aucott

**SUBJECT**            **AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2021-2022-REVISION #3**

**TO**                    Executive Staff  
Administration on Community Living  
Area Agencies on Aging  
PA Association of Area Agencies on Aging  
Office of Long-Term Living  
PA Council on Aging  
Comptroller

**FROM**                \_\_\_\_\_  
Robert Torres  
Secretary

**PURPOSE**            The purpose of this Aging Program Directive (APD) is to: (1) delineate financial requirements for FY 2021-22 Area Agency on Aging (AAA) program; (2) provide procedures for the development and submission of the FY 2021-22 Aging Services Block Grant Revised Budget No. 2; and (3) transmit the FY 2021-22 funding allocation levels for each AAA; and (4) superseding the information previously provided in APD 22-01-03.

## BACKGROUND

This APD transmits key information required for the submission of the FY 2021-22 Aging Block Grant Revised Budget No.3. The AAAs are to refer to this APD frequently throughout the planning process for the development of these plans.

Federal funding included within this APD incorporate grants provided by the Administration for Community Living:

<u>Grant No.</u>	<u>CAN</u>	<u>FAIN</u>	<u>Award Date</u>	<u>Subaward Period</u>
Title III	2101PAOASS-01	93.044	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOACM-01	93.045	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOAHHD-01	93.045	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOAPH-01	93.043	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOAFD-01	93.052	10/01/20-09/30/22	07/01/21-06/30/22
Title VII	2101PAOAEA-01	93.041	10/01/20-09/30/22	07/01/21-06/30/22
Title VII	2101PAOAOM-01	93.042	10/01/20-09/30/22	07/01/21-06/30/22
NSIP	2101PAOANS-01	93.053	10/01/20-09/30/22	07/01/21-06/30/22
SHIP	905APG0059-02	93.324	04/01/20-03/31/25	07/01/21-03/31/25
2101PACMC6-00	2020,299CVCM	93.045	April 20,2021	03/20/21-09/30/22
2101PAHDC2-00	2020,299CVHD	93.045	December 20,2020	03/20/21-09/30/22
2101PASSC6-00	2020,299C3SS	93.044	April 20,2021	03/20/21-09/30/22
2001PASHD3-00	2020,299C3HD	93.045	April 20,2021	03/20/21-09/30/22
2101PAFCC6-00	2020,299C3FC	93.052	April 20,2021	03/20/21-09/30/22
ADRC	90NWC50029-01	93.048	April 30, 2021	04/01/21-09/30/22

## BLOCK GRANT

The funds distributed through the Aging Block Grant include Regular Block Grant, State Caregiver Support Program (SCSP), Federal Caregiver Support Program (FCSP), Nutrition Services Incentive Program (NSIP), PA Medi, Health Promotion, and other categorical funds.

AAAs should continue to refer to APD #97-01-02, "Accounting Manual for Area Agency on Aging Programs", and the Home and Community Based Services (HCBS) procedure Manual for definitions related to specific cost centers and service programs. Any fiscal instructions necessary to complete the contract process, and not included within the Cooperative Agreement and the Accounting Manual, will be cited in this APD.

AAAs should continue to refer to APD #97-01-02, "Accounting Manual for Area Agency on Aging Programs", and Aging Service Policy and Procedure Manual for definitions related to specific cost centers and service programs. Any fiscal instructions necessary to complete the contract process, and not included within the Cooperative Agreement and the Accounting Manual, will be cited in this APD.

All AAAs will be organized in a manner which avoids conflicts with the mission and responsibilities of an AAA. At a minimum, the AAA Director and all subordinate staff should be free from any responsibilities for the oversight or operation of:

- Nursing facilities, personal care homes, home health agencies; and
- Any other organization which would be able to financially benefit from favorable decisions by an AAA.

**MINIMUM PROGRAM AND FUNDING REQUIREMENTS**  
**FOR FY 2021-22**

**IN HOME  
SERVICE  
PARAMETER**

The Pennsylvania Department of Aging (PDA) has established a minimum parameter of **60%** of funding levels for the provision of in-home services. The In-Home Services Parameter schedule identifies the minimum amount each AAA should expend on in-home services for the FY 2021-22. The calculation base for the parameter is the Block Grant allocations for the Regular Block Grant, State Caregiver Support Program, Federal Caregiver Support Program, Nutrition Services Incentive Program, categorical allocation-OPTIONS Services, and categorical allocation-Block Grant Supplement.

The following cost centers have been identified as in-home services for the purpose of meeting this parameter: Home Delivered Meals, Passenger Transportation, Home Health, Personal Care, Environmental Modifications, Medical Equipment/ Supplies/Adaptive Devices, Home Support, Adult Day Care, Care Management, Protective Services, and Guardianship.

**ADMINISTRATIVE  
COSTS**

No more than **10%** of the funds allocated in the Total Aging Block Grant (*less Health Promotions and Options Services funding*) may be budgeted and expended in the AAA Administration cost center. No Health Promotions or Options Services funding can be used for administration costs.

AAAs should adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts". This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or **2%** of the agency's total direct service costs, whichever is lower. Indirect Costs are only reported in the AAA's Administrative cost center.

**FEDERAL  
FUNDING**

As a result of the change in the Intrastate Funding Formula (IFF), each AAAs' federal funding allocations within their Cooperative Block Grant Agreement has been adjusted accordingly. At a minimum the IFF change effects each AAAs' allocation for Titles IIIB (Supportive Services), IIIC1

(Congregate Meals), IIC2 (Home Delivered Meals), IIID (Health Promotions) and IIIE (Caregiver Services).

**CAREGIVER  
SUPPORT  
PROGRAM (CSP)**

The CSP allocation can only be budgeted and expended on CSP and FCSP activities and program administration costs. Requirements stipulated for the FCSP allocation are also applicable for the CSP program.

**FEDERAL  
CAREGIVER  
SUPPORT  
PROGRAM (FCSP)**

FCSP funding can be expended on CSP activities and program administration costs if federal match requirements are maintained.

AAA administration costs charged to the FCSP allocation should not exceed 10% of the FCSP allocation. The maximum monthly care plan cost cap for Caregivers enrolled in the CSP is **\$600**, subject to the Caregiver's determined reimbursement percentage. Justification of the approved CSP monthly care plan cost cap shall be documented in the Caregiver's record in SAMS, per policy requirements with the passage of Act 20 of 2021, the \$300 aggregate average monthly reimbursement cap for all CSP cases was eliminated. AAAs may authorize CSP care plan amounts up to a maximum of \$600 per month based on identified need and are no longer required to adhere to the aggregate average requirement. At least 55% of the allocated CSP funding should be budgeted and expended for reimbursement to Caregivers for caregiving-related services and supplies. Of this amount, no more than **20%** of the amount budgeted and expended for financial assistance to Caregivers may be budgeted and expended for home modifications and assistive devices.

There is a **\$5,000** lifetime cap per Caregiver for the purchase of a Home Modification or Assistive Device, which is subject to the Caregiver's determined reimbursement percentage.

Per the OAA as amended and reauthorized in 2020, there is no longer a requirement to limit CSP spending on Grandparents/Other Older Relative Caregivers of Children and Older Relative Caregivers of an Adult with a Disability to 10% of the overall CSP funding allocation. AAAs will no longer need to track CSP expenditures to ensure funding for these Caregivers is below a specified percentage.

**NOTE:** With the passage of Act 20 of 2021, AAAs may use both state and federal funding to serve Grandparents/Other Older Relative Caregivers

The Department of Aging defines eligible caregiving-related services and supplies as respite services, consumable supplies, supportive services supplemental services, home modifications, assistive devices, and services specific to Grandparents/Older Relative Caregivers.

In administering cost sharing for the FCSP, AAAs should comply with the requirements for determining the reimbursement percentage for Caregivers enrolled in the program (Section V. B. of the CSP Chapter in the Department's Aging Service Policy and Procedure Manual) using the CSP Reimbursement Percentage Guide (Appendix F.2 of the CSP Chapter in the Department's Policy and Procedure Manual).

**U. S. NUTRITION  
SERVICES  
INCENTIVE  
PROGRAM CASH**

The allocation amounts are based on the number of eligible meals each AAA reported in SAMS as providing during FY 2019-20.

Please note that NSIP expenditures are included in the calculation to meet the in-home services parameter.

**PA MEDI**

APPRISE has been renamed Pennsylvania Medicare Education and Decision Insight (PA MEDI). PA MEDI allocations are being adjusted due to a reduction in federal allocation of SHIP Base Grant funding and new Interstate Federal Funding.

Funding for PA MEDI should be dedicated to training sessions, Medicare Part D enrollment and informational meetings, outreach and education efforts, equipment needs such as laptops, phones, headsets, and LCD projectors, and other activities related to Medicare benefits counseling, Medicare Advantage plan/Medigap selection, Medicare Part D assistance, application for assistance and outreach to enroll people in the low-income assistance programs for Medicare premiums, and long-term care insurance. A minimal amount of funding should be designated to personnel cost.

AAAs should carefully analyze its costs allocation methodologies associated with these funds. Funds for the Helpline should be expended on the daily operations of the Helpline; this money should not be utilized for other activities.

Funding for the PA MEDI Program is identified as a categorical allocation in the AAA's Total Block Grant. AAAs should continue to provide PA MEDI Program services consistent with the established program requirements.

Funds for the AAA's PA MEDI should be budgeted and expended on allowable activities in the Information and Referral and/or the Senior Community Center Services cost center(s). AAAs that receive funding for the Helpline and outreach should budget these funds in the information and referral cost center.

**Other-PA MEDI  
Funds:**

Incorporated into this funding APD are several new allocations related to the PA MEDI program:

MIPPA-AAA - The funds are provided to each AAA for PA MEDI MIPPA outreach activities. MIPPA funds may be used to cover costs related to program expenses such as personnel, travel, food for volunteer trainings and other approved events, equipment, supplies, outreach materials, contractual services, data processing and communications.

MIPPA-ADRC Priority 3 – Allocations are distributed to the ADRC 15 services areas for PA MEDI MIPPA outreach activities associated with outreach and education to low-income beneficiaries and on preventative services.

MIPPA-BDT – The funds are provided for agreed upon PA MEDI outreach activities and low-income application assistance performed through Benefits Data Trust.

MIPPA-PHLP – The funds are provided for agreed upon PA MEDI outreach activities and low-income application assistance performed through Philadelphia Health Law Project.

MIPPA Performance – Funding is provided as adjustments to the prior year MIPPA performance funding earned by the AAAs whose PA MEDI program exceeded their MIPPA target number. Funding must be used for MIPPA activities and the same guidelines for the grant apply to the performance funding.

**HEALTH  
PROMOTION**

Funds for the AAA's Health Promotion Program should be budgeted and expended on program allowable activities in the Senior Community Center Services cost center. The current allocations are based on the approved Health and Wellness plans each AAA submitted in the Spring of 2020.

Administrative costs are not an eligible use of Title III-D funding.

**OMBUDSMAN**

Each AAA should budget and provide monies for the local ombudsman entity, or for a contracting provider of ombudsman services including recruitment, training, and volunteer management, to perform activities for the PA Long-Term Care Ombudsman Office subject to policies and reporting requirements contained in APD #16-10-01. All activities should be documented in the statewide reporting system, Ombud Manager, to include full-time equivalency staff and volunteers.

If the AAA utilizes a contractor to administer Ombudsman services, including staff, volunteers, and the Pennsylvania Empowered Expert Residents (PEER) program, the Volunteer/PEER allocation amount should be provided to the contractor in support of the Ombudsman Volunteer/PEER program.

Ombudsman allocations are performance based and subject to adjustment during the fiscal year to optimize the use of the funding.

Ombudsman Volunteer/PEER allocations are for the purposes of recruitment, retention, training, and management of volunteers performing activities as ombudsmen for the program.

Acceptable Use of Volunteer/PEER Funds include:

PEER Program:

- PEER recruitment
- PEER training costs
- Copying of PEER training materials
- Meals for PEERs
- Transportation for PEERs
- Any ADL support not provided by the facility for PEERs to attend PEER Training
- Equipment for use by PEERs only, such as laptops, tablets, and phones. This equipment would be the property of the PA Department of Aging Office of Long-Term Care Ombudsman.

Volunteer recruitment:

- Advertising
- Training costs
- Meals for volunteers
- Mileage for volunteers

Volunteer retention:

- Ongoing volunteer meetings
- Copying/printing of the ombudsman training materials
- Stipends
- Speakers
- Meals
- Mileage
- Recognition activities

Uses do NOT include:

- Staff costs of mentoring activities
- Meal provisions for certification trainings
- Equipment for staff and volunteers, such as laptops, computers, tablets, and phones
- Staff Time for acceptable use of Volunteer/PEER funds

Regional Ombudsman Contracts:

AAAs that have agreed to hold regional ombudsman contracts should budget these funds in the Ombudsman cost center. PDA will negotiate separate budget and reporting requirements with the AAAs that are hosting the regional ombudsmen. An annual spreadsheet of budgeted expenses should be supplied to the Department and approved prior to the fiscal year. This will also be supplied upon request at any time.

In addition, each AAA should budget an amount of funds equal to the AAA share of ombudsman activities charged to Older Americans Title III funds in FY 2000-01.

**PASSENGER  
TRANSPORTATION  
SERVICES**

AAAs that are not directly receiving Shared-Ride Program funds should not report the funds received by other Shared-Ride Program providers. The amount the AAA plans to expend in co-payments for Shared-Ride service should be reported in the Passenger Transportation Services cost center. The funds used for co-payments should be reflected in the respective funding source such as Block Grant, local cash, etc.

The Department of Aging reaffirms its intent to promote the coordination and integration of transportation services for older persons with other local transportation systems. AAAs should refer to APD #85-07-01, "Passenger Transportation Services".

**LEGAL  
ASSISTANCE**

In all subcontracts procured for legal assistance, the provider standards contained in 45 CFR Section 1321.71 (1988) should be addressed. The Department of Aging requires all AAAs to expend a portion of the AAA's Block Grant funds on legal assistance.

**OTHER  
CATEGORICAL  
FUNDS**

Allocations have been included for those agencies that were awarded additional categorical funds for community and other various grant projects. Specific programmatic and fiscal guidance can be found in the grant



application's guidelines and procedures as well as the grant's award notification letter.

**CATEGORICAL  
FUNDS-OPTIONS  
SERVICES FUNDS**

Guidelines specific to the use of these funds include:

- They are intended to serve additional consumers and provide additional units of service to existing consumers.
- Priority will be given to individuals on the waiting list and provision of protective services.
- Funding will be used for consumer direct services and reported in the following cost centers:
  - Home Delivered Meals
  - Home Health
  - Personal Care
  - Overnight Shelter/Supervision
  - Environmental Modifications (Home Modifications)
  - Medical Equipment/Supplemental Adaptive Devices
  - Home Support
  - Adult Day Care
  - Care Management
  - Protective Service Intake/Investigation
  - Guardianship
- Care Management cost center expenditures should be limited to the amount attributable to the increase in consumers being served because of this allocation.
- Funding is available for providing contractor rate increases. See #14 below.
- The funding can be used to support information and referral costs associated with evidenced based programs. For guidance on allowable programs please refer to the Aging Technical Assistance Bulletin 12-04-01 "Older Americans Act Title IIID Funding for Evidenced-Based Programs".

Further guidance related to this allocation can be found in APD 16-01-02.

**CATEGORICAL  
FUNDS- BLOCK  
GRANT  
SUPPLEMENT**

The allowable uses of the funds are:

- Contractor rate increases.
- Supplement ongoing agency operations.
- Hiring additional program staff.

## **AMERICAN RESCUE PLAN ACT**

When developing a spending plan for the use of ARPA funds, AAAs should prioritize the following activities:

- Reduce and/or eliminate waiting lists
- Provide new or additional services that allow consumers to remain in their home
- Attract and/or retain direct care workers
- Provide additional services and supports to caregivers

Suggested recommendations include, but are not limited to the following:

- Utilization of optional OPTIONS services\* which AAAs may not normally provide to assist individuals to remain in their homes, such as:
  - Home Modifications for one-time expenses
  - Home Support activities such as lawn care and snow removal, minor home repairs, and heavier cleaning activities, if needed
    - AAAs may contract with entities other than home care agencies to provide these services. For instance, a lawn care company for lawn maintenance and snow removal or a cleaning company for housekeeping
    - AAAs have discretion in selecting specific Home Support activities it will offer in their PSA
  - Medical Equipment, Supplies, Assistive and Adaptive Devices for either one-time purchases or supplies not usually provided.,
  - Emergent Services for services needed for a short duration to alleviate an emergency, such as lack of heating or cooling.
- Increase the number of units of services being provided to consumers if there is an identified need
  - Increasing units of service may be an incentive to home care agencies to staff these cases by allowing additional hours of services for Personal Care and Home Support
  - Provide additional meals to In-Home Meal consumers and senior center participants.
- Support the Caregiver Support Program's (CSP) expanded use (see above)

\*- Note: If a AAA is not able to continue to offer the optional service(s) upon expiration of the ARPA funding due to inability to sustain the costs, the AAA is not required to issue appeal rights to consumers when ending these services as they are no longer a serviced offered to any consumer in the AAA's PSA.

## **ADRC/PA LINK AWARD**

Funding is being provided to continue to perform the following activities for both aging and disability populations related to the ADRC/NWD Critical Relief Funds for COVID-19 grant:

#### Virtual Management of ADRC Access Functions

Utilize funds for the purpose of enhancing virtual activities within the service area. Transform traditional face-to-face activities to virtual by utilizing audio/video conferencing, online survey instruments, virtual trainings and webinars. Ensure the service area is properly equipped to perform these virtual functions. Assess and acquire the needed equipment, software and programs

#### Care Transition Services

Target populations most at risk of COVID-19 who are seeking transitional support from hospital-to-home and nursing home-to-home by utilizing Aging and Disability network supports and services.

#### Food Order and Delivery

Identify and partner with local food distribution efforts to provide delivered groceries and food to targeted populations in need who are not currently being assisted.

#### Assistive Technology

Refer individuals to the PA Assistive Technology Act program, TechOwl. TechOwl will provide assistive technology assessments, technology devices, and training for older adults, people with disabilities, caregivers, and clinicians in order to improve understanding of how to use technology for telehealth, obtaining services, and providing services. Also, Service Areas will develop ways to assist this population to increase social engagement and connections to mitigate social isolation.

#### Marketing of PA Link Helpline and Outreach

Support the marketing efforts and increased demand for information by the Aging and Disability communities and their families. Create and implement cost effective and sustainable outreach activities to increase awareness of the PA Link Helpline and PA Link resources and services in the Service Area. Emphasis should be placed on improving and expanding outreach efforts to hard to reach and high-risk individuals, limited English proficiency, and diverse populations.

Mitigate Social Isolation—Identify at-risk individuals. Implement mitigation interventions to include but not limited to technology, virtual platforms, person to person connections. Also, increase awareness and access for targeted populations to low-cost programs that connect individuals through broadband and telecommunication equipment.

#### I&R/Person-Centered Counseling (PCC)

Provide financial assistance to ADRC partner agencies for promoting and conducting I&R/PCC to targeted populations. A lack of resources caused some PA Link partner agencies to temporarily close or significantly reduce staffing levels due to COVID-19. This has reduced the availability of Person-Centered Counseling within the State.

**PROTECTIVE  
SERVICES  
RESERVE STAFF**

The project develops a cadre of protective services staff to be deployed throughout the AAA network to meet short term staffing needs.

**FFCRA/CARES  
Funding**

The original award period for these funds ended September 30, 2021. However, in May 2021, ACL extended the award period until September 20, 2022. These previously allocated funds were distributed to the AAA network in FY 2020-21 but were not spent. The funds are being returned to those AAAs for their use in FY 2021-22 and need to be spent prior to June 30,2022. As a reminder, these funds remain bucketed (support, nutrition and family caregiver services funding can be used interchangeably) while the federal disaster declaration remains in effect. Expanded use of these funds includes payment for emergency response activities such as hazard pay for first responders.

**CONTRACTOR  
RATE INCREASES**

AAAs are authorized to provide contractor rate increases up to **4.5%** of their existing rates. Funding that is available for the rate increase includes the Regular Block Grant, OPTIONS Services, and Block Grant Supplement allocations. Any rate increase given to a contractor is at the discretion of the AAA director/administrator.

**LINE ITEM  
BUDGET**

PDA will develop “placeholder” budgets for the allocations noted in this APD which will be used until AAA budgets are submitted or entered the AccuFund reporting system. This is done to facilitate the payment process and ensure AAAs continue receiving monthly payments until their budget documents are received by PDA.

**DELIVERY OF  
SERVICES**

The Older Americans Act of 1965, as amended, requires AAAs to give preference in the delivery of services to those older persons with the greatest social and economic need with particular attention to low-income minority individuals, low-income individuals, and frail individuals (including

individuals with any physical or mental functional impairment). In planning FY 2021-22 program budgets, AAAs should be guided by this requirement as well as their individual goals and objectives in determining funding priorities. "Greatest economic need" means the need resulting from an income level at or below poverty levels established by the U.S. Department of Health and Human Services (<http://aspe.hhs.gov/poverty-guidelines>). The 2021 figures define poverty as being **\$12,880** for one person, with each additional person adding **\$4,540**. "Greatest social need" means the need caused by non-economic factors which include physical and mental disabilities, language barriers and cultural, social, or geographic isolation including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks, or which threatens such individual's capacity to live independently.

Service delivery information in the SAMS/OMNIA data base will be used to determine service levels and the numbers of consumers served.

#### **ACCOUNTING MANUAL**

AAAs should comply with the "Accounting Manual for Area Agency on Aging Programs", (APD #97-01-02) and applicable federal and state regulations (e.g., 45 CFR Part 95, etc.) in the utilization of Pennsylvania Department of Aging Block Grant agreement funds.

#### **PUBLIC HEARINGS**

A public hearing should be held with the issuance of this APD.

#### **MANDATORY RETIREMENT**

Neither the AAA nor any AAA vendor may apply a policy of mandatory retirement to positions funded under this Application for Support.

#### **AMENDMENTS**

As stated in the Cooperative Agreement, the Department of Aging has the authority to amend the Aging Services Block Grant allocation on an as needed basis. This may occur if the AAA has not expended an appropriate level of its annual allocation by December 31, 2021. Amended allocations may also occur if additional funds are awarded during the year.

#### **FIXED ASSETS**

The definition of a fixed asset includes property of a tangible nature with a useful life of more than one (1) year and an acquisition cost of \$5,000 or more. Acquisition cost is defined as the net invoice price of the article plus the transportation charges, installation or setup fees and the cost of any necessary modifications, attachments, programming, or accessories.

When procuring fixed assets or facility space, the AAA should make an appropriate cost analysis of the lease versus purchase alternatives, and the most economical cost alternative should be chosen.

All proposed fixed asset acquisitions should be reflected in the budgeting module of Accufund. Acceptance of a proposed budget by PDA is considered approval for the purchase of fixed assets shown. For acquisitions of additional fixed assets during the year/after the final budget submission, the AAA should receive prior approval from PDA's Bureau of Finance through the submittal of an administrative waiver request. Waivers for fixed asset purchases should be submitted prior to April 30<sup>th</sup>.

When acquiring or disposing of assets, the AAA should list the following: Purchase/Anticipated Purchase Date, Asset Life, Disposal Date, and Residual Value (at date of disposal) as applicable.

All disposition of assets purchased with PDA-provided funding should be coordinated with the PDA Operations and Management Office, Kevin Atkinson ([keatkinson@pa.gov](mailto:keatkinson@pa.gov)).

## **PROGRAM INCOME**

APD #05-01-11, "Area Agency on Aging-on-Aging Program Income Policies", establishes the following policies for the retention of program income collections:

Federal Program Income - All program income generated from services funded, in whole or in part, by federal Older Americans Act funds that is on hand as of June 30, 2021, should be budgeted and expended during FY 2021-22.

Local Program Income – The June 30, 2021, balance of local program income generated from services funded by non-federal sources should not exceed 10% of the AAA's total Block Grant allocation for FY 2021-22 up to a maximum of \$400,000. These funds are to be budgeted and expended in consumer service cost centers.

OPTIONS Cost Sharing Funds – The June 30, 2021, balance of OPTIONS Cost Sharing Fund collections should be budgeted and expended during FY 2021-22.

Local fee scale funds received are reported as Options State Cost Sharing Funds.

Failure to comply with these policies may result in the reduction of Aging Block Grant funding to the AAA.

For FY 2021-22, seven (7) cost centers will contain Title III federal funds and all program income earned in any of these cost centers will be considered Federal Program Income. The seven cost centers are Home Delivered Meals, Congregate Meals, Senior Community Center Services, Passenger Transportation, Information and Referral, Legal Assistance, and Ombudsman.

Federal Program Income can only be budgeted and expended in the seven (7) federally funded cost centers.

AAAs will comply with the provisions of APD #05-01-11 concerning excessive balances of program income collections. AAAs are advised that payments of funds on FY 2021-22 Aging Block Grant contracts will be contingent upon the compliance of AAAs with the federal and state requirements for program income and cost sharing fund balances.

If an AAA has excessive balances of Federal Program Income, Local Program Income or Options State Cost Sharing Funds as of June 30, 2021 (Fourth Quarter FRR), its FY 2021/22 Block Grant monthly payment(s) may be reduced or withheld until the AAA achieves compliance with the established program income balance requirements.

Planned expenditures of accumulated, as well as anticipated, collections of program income and cost sharing funds should be included under "Other Resources".

**MATCH FOR  
FEDERAL  
DOLLARS**

AAAs desiring to use Block Grant funds as match for other federal funding should submit a written request to PDA's Bureau of Finance for authorization. On approval PDA will issue a statement to the AAA clarifying that only state funds are allowable for such a purpose.

**BUDGETING  
FEDERAL FUNDS**

AAAs are strongly encouraged to budget and expend federal allocations and Federal Program Income funds prior to allocating other resources to a federal funded cost center. This will assist PDA in meeting federal spending parameters.

**SENIOR CENTER  
GRANTS**

AAAs will request and receive written approval from the Department of Aging's Bureau of Aging Services prior to implementing plans to open, close or relocate a senior center or a satellite senior center.

Every AAA will receive \$1,000 for each satellite center and \$ 4,752 for each full-time Senior Community Center (SCC) in their planning and service area. AAAs have provided verification of the status and designation of the SCCs to the Bureau of Aging Services. The AAA shall allocate the funds to each SCC within 30 business days of receipt of the funds from PDA. The SCCs continue to have the flexibility to use this funding for a variety of purposes to best meet the needs of the center and their participants during this pandemic. The AAA does not receive an administrative fee for disbursing this funding to the SCCs.

Allowable uses of the funding by SCCs include, but are not limited to:

#### COVID-19 Mitigation

- Items or modifications to the center to assist with mitigation strategies to prevent the spread of COVID-19, such as cleaning supplies or services, protective equipment, purchase/installation of plexiglass dividers/guards, etc.

#### Capital Improvements & Renovations

- Small capital improvements/renovations such as painting, new flooring, lighting, cabinets, countertops, etc.
- Renovations to upgrade or repurpose space within the center to allow for social distancing, for additional programming or activities, or to improve safety and/or accessibility
- Repairs or replacement of essential equipment or furniture

#### Programs & Services

- Equipment and supplies for new or existing programming
- Contracted instructors or speakers for programming activities

#### Technology

- Technology equipment and supplies for new or existing programs in the center
- Technology equipment and supplies to provide virtual programming
- Purchase of Copilot or MySeniorCenter hardware, software, and/or annual subscription fees

#### Nutrition Services

- Improvements for the provision of meal services, including appliance upgrades/replacements
- Covering increased costs of acquiring or serving food for congregate/take-out meals during the pandemic, such as fresh fruits/vegetables, to-go containers, etc.

#### Marketing

- Marketing and outreach tools and materials to reach new and existing center participants

#### Other

- Utilities and/or rent



- Costs to provide alternative transportation for participants to the center (i.e. Uber/Lyft)
- Any other need directly related to the operation of the senior center, except for those items which are not allowed

Unallowable uses of the funding include:

- Staff salaries/wages or other personnel costs
- Administrative costs or any fees associated with administering the grant funding
- Projects, repairs, renovations, equipment in spaces that are not primarily used by senior center participants or for their direct benefit.
- Renovations to other locations, including future senior center sites
- Renovations that change the “footprint” of the building
- Renovations/repairs that are the responsibility of the landlord
- Consultant fees
- Travel expenses for staff or contractors
- Vehicles
- Handouts/gifts

**ASSESSMENTS**

Block Grant funds should not be used for assessment costs.

**REPORTING REQUIREMENTS**

AAAs are required to submit cumulative monthly expenditure data and/or trial balances to the Department via AccuFund according to the schedule shown below:

<u>Cumulative Expenditures Through</u>	<u>No Later Than</u>
July	August 20th
August	September 20th
September	October 31st
October	November 20th
November	December 20th
December	January 31st
January	February 20th
February	March 20th
March	April 30th
April	May 20th
May	June 20th
June	August 15th

All quarterly reports need to report the application of revenue used.

Additionally, AAAs are responsible for maintaining profile information regarding their agency's operations in the Accufund reporting system.

**COMPLIANCE  
WITH  
COOPERATIVE  
AGREEMENT**

The AAA should comply with all the terms and provisions identified in the Cooperative Agreement between PDA and the AAA.

**TRAVEL  
REIMBURSEMENT  
RATES**

The Commonwealth of Pennsylvania's Office of Administration establishes travel, lodging and subsistence allowable maximum reimbursement rates. AAAs are able to access the most current information on the Office of Administration's web site at [www.oa.state.pa.us](http://www.oa.state.pa.us). This information is found under Management Directives, Management Administration Support, and #230.10 Commonwealth Travel Policy. Please refer to the most recent revision for the approved rates.

**LINE ITEM  
BUDGET**

PDA has developed "placeholder" budgets for the allocations noted in this APD. They will be supplanted when AAA budgets are submitted and entered the AccuFund reporting system. This is done to facilitate the payment process and ensure AAAs receive monthly payments until their budget documents are received and approved by PDA.

**BUDGET  
SUBMISSION  
REQUIREMENTS**

Upon receiving this APD AAAs are responsible for the development of their budget data and information upload into AccuFund. AccuFund inputs are due **30 days** after the issuance date of this directive.

**TECHNICAL  
ASSISTANCE**

Questions regarding contents of this APD should be directed to Steve Aucott ([saucott@pa.gov](mailto:saucott@pa.gov)) at 717.772.2529 or Zach Sensenig ([zsensenig@pa.gov](mailto:zsensenig@pa.gov)) at 717.783.3471.