

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

David A. Paterson, Governor      Michael J. Burgess, Director  
An Equal Opportunity Employer

**PROGRAM INSTRUCTION**

**Number 09-PI-04**

**Supercedes**

**DATE:** April 13, 2009

**TO:** Area Agency on Aging Directors

**SUBJECT:** American Recovery and Reinvestment Act -  
Nutrition Program for the Elderly Funding

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**ACTION REQUESTED:** AAAs must submit complete applications for funding for the American Recovery and Reinvestment Act (ARRA) Nutrition Program for the Elderly.

**PURPOSE:** To transmit allocation schedules and funding applications for the ARRA Nutrition Program for the Elderly.

**RESPONSE DUE DATE:** May 29, 2009

**BACKGROUND:** As part of the ARRA, NYSOFA received allotments from the Administration on Aging to fund Congregate and Home Delivered Meal programs, in accordance with the regulations used to administer the Older Americans Act Title III-C-1 and Title III-C-2 programs. These funds are expected to be utilized for the provision of meals to the elderly with the goal of expansion of the current Title III-C-1 and III-C-2 programs.

The following information relates to the ARRA Nutrition Program for the Elderly funds. Many of these items are also noted in the Standard Assurance section of the application for funding:

1. Program period - 3/18/09-12/31/09
2. Catalogue of Federal Domestic Numbers for the ARRA funds are as follows:
  - Congregate Meal Program - 93.707
  - Home Delivered Meal Program - 93.705
3. Area Agencies must expend these funds for the provision of Congregate and Home Delivered meals. No expenditures will be allowed for Access and Supportive Services with these funds. Other necessary nutrition services should be provided using the AAAs' regular Title III-C funding.

4. Federal Area Plan Administration will be limited to 10% of the total Federal funds under this program.
5. The purchase of equipment will not be allowed with these ARRA funds.
6. Local matching funds must be provided in an amount equal to at least 25% of the total administration costs and a minimum of 10% of the total services costs (i.e, Federal funds will be limited to 75% of the total administration costs and 90% of the total services costs, respectively.)
7. Transfers are not allowed with ARRA Nutrition Program for the Elderly funds.
8. Area Agencies shall complete quarterly reports not later than seven (7) days following the end of each calendar quarter in such form as prescribed by NYSOFA.
9. Area Agencies must submit a final State Aid claim within ninety (90) days of the end of the program period.
10. The final State Aid claim must also include a completed addendum which indicates the number of meals provided under the Congregate and Home Delivered Meal portions of the program, respectively.
11. As with other NYSOFA programs budget modifications are required if a particular line item will be exceeded by 10% or \$1,000, whichever is greater.
12. Advance payments of 25% may be requested for the ARRA funds.
13. AAAs should use current Federal vouchering forms to request advance or reimbursement payments under the ARRA programs. Indicate at the top of the vouchering forms that you are claiming expenditures for a 'Miscellaneous' Program and enter ARRA Congregate or ARRA Home Delivered Nutrition, as appropriate.

While some of the items are more restrictive than procedures under our Title III-C-1 and Title III-C-2 programs, NYSOFA strongly suggests that AAAs utilize the ARRA funds to pay for the provision of Congregate and Home Delivered meals provided during 2009. With the infusion of the ARRA funding, AAAs who do not maintain waiting lists may experience some accrual of regular Title III-C funds. However, these funds may be used for all allowable and necessary nutrition program expenditures such as increasing Nutrition Education or Nutrition Counseling Services, purchase of needed equipment, opening or renovation of congregare sites, etc. In addition, regular Title III-C allocations may be transferred to Title III-B, allowing the expansion of needed Title III-B services or transferred between Title III-C subparts.

Finally, AAAs may carryover regular unexpended Title III-C funds. AAAs who manage carryover funds resulting from the addition of the

ARRA funds may spread the benefit of these carryover funds into one or more future years. This would allow AAAs to increase their client load and longer term meal provision, pay for additional staff hours or the addition of staff which will result in increased meal provision over time. AAAs which are concerned about adding ongoing costs to their programs may choose to fund non-recurring expenditures such as the purchase of equipment or purchase meals for emergency response, a.k.a. blizzard boxes. For additional programmatic suggestions please contact your assigned Aging Services Nutritionist.

Please share the information contained in this program instruction with your nutrition and other program directors, fiscal staff and any other appropriate parties as the only distribution of this is being made directly to the AAA Directors.

Area Agencies should send completed ARRA applications for funding by May 29, 2009 to:

New York State Office for the Aging  
Division of Finance & Administration  
Grants Administration Section  
2 Empire State Plaza - 3<sup>rd</sup> floor  
Albany, New York 122230-1251

If you have any questions regarding the American Recovery and Reinvestment Act - Nutrition Program for the Elderly Funding please contact your Grants Management Budget Specialist 2/Senior Accountant or Aging Services Nutritionist.



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Michael J. Burgess  
Director

Attachments (3)

NYSOFA/DFA/FIS/GAA

<b>PROGRAMS AFFECTED:</b>	<input type="checkbox"/> Title III-B	<input checked="" type="checkbox"/> Title III-C-1	<input checked="" type="checkbox"/> Title III-C-2	
<input type="checkbox"/> Title III-D	<input type="checkbox"/> Title III-E	<input type="checkbox"/> CSE	<input type="checkbox"/> SNAP	<input type="checkbox"/> Energy
<input type="checkbox"/> EISEP	<input type="checkbox"/> Cash-in-Lieu	<input type="checkbox"/> Title V	<input type="checkbox"/> HIICAP	<input type="checkbox"/> LTCOP
<input type="checkbox"/> Other:				

**CONTACT PERSON:**

Aging Services Representatives  
Grants Management Budget Specialist 2s/  
Senior Accountants

**TELEPHONE:**

(518) 474-5476  
(518) 473-4808