

MEMORANDUM

TO: AAA Executive Directors

NOTICE #: 062216-1-I-OCFM

FROM: Jon Manalo, Chief Financial Officer

DATE: June 22, 2016

SUBJECT: Notice of Instruction: FFY 2016 Older American Act Transfer of Funds Between Titles

In preparation for submitting the statewide transfer of funds between federal fiscal year (FFY) 2016 Older American Act Titles, please complete and return the attached Transfer Between Titles Worksheet. Our report of total funds transferred is due to the Administration for Community Living in Atlanta by August 15, 2016. Your completed response to the attached worksheets should be submitted to the **Division of Financial and Support Services, Revenue Management Unit, no later than July 15, 2016**, in order to allow sufficient time for statewide compiling and review.

The following percentages represent the federal allowable transfer limits: 40 percent may be transferred between Titles III-C1 and III-C2, and 30 percent may be transferred between Titles III-C and III-B. Transfers may be approved in excess of these limits subject to statewide review and federal approval, if applicable. Transfers can also be made from administration to Title III-B (.0245783) or Title III-C1 (.28281683) or Title III-C2 (.18148331) Transfers are not allowed from any other titles.

The attached worksheet displays your OAA FFY 2016 original allocation. Please note that **no completed or pending contract amendments are included in these figures. These and any other anticipated actions to federal funds should be added into your calculations on this worksheet for a correct transfer amount (Column “d”), between the FFY 2016 allocation (Column “a”), and final FFY funds as of September 30, 2016 (Column “e”), to be shown.**

The worksheet file includes preset formulas to calculate various subtotals and totals for your convenience. If you have any questions about this worksheet, contact Wendy Allender in the Division of Financial Administration, Revenue Management Unit, at (850) 414-2037.

In allocating these transfers, remember to include any Title III-B set-aside amounts for automation costs. Please coordinate with your contract manager in order to ensure the implementation of the proposed transfers. **Total contract amendments to accomplish these transfers must exactly match the total of the transfers as shown on this worksheet. Any such contract amendments must be executed on or before September 30, 2016.**

When all Area Agency responses are received in our office, they will be combined and reviewed at the statewide level. **All title transfer requests are subject to review and approval on the basis of this combined information. Individual Area Agency requests exceeding the federal allowable transfer limits should include an explanation.** You will be notified when this review is completed and the transfers approved.

Your cooperation in completing and **returning this information by July 15, 2016**, is greatly appreciated.

Attachment

cc: AAA Fiscal
Officers DOEA Contract Managers