SFY 2021 Area Plan Budget Report
Instructions
and
Planning & Service Area Allotments

Issued by the Iowa Department on Aging

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SFY 2021 Area Plan Budget Report

All Area Agencies on Aging (AAAs) must submit an Area Plan Budget Report each year for approval prior to receiving funding from the Department under an Area Plan on Aging. The Area Plan Budget Report must be submitted using the Iowa Aging Information System (IAFRS) component of the Iowa Aging Information System (IAIS) located at https://ida-infosys.iowa.gov. The Area Plan Budget Report is accessed via FSRs on the IAFRS main toolbar.

In SFY 2021, all AAAs must also submit an updated Area Plan Budget Report following the second quarter of the fiscal year. The Area Plan Budget Report submitted with the initial area plan is based on projected allotment funding well in advance of actuals and only includes carryover at the AAA's discretion. An updated budget that incorporates the most current funding levels available and actual carryover will provide the Department with more accurate information regarding service budgeting. (For due dates, refer to the Area Plan Budget Report Due Dates heading below and the *Area Agencies on Aging Reporting Manual for State Fiscal Year 2021*.)

Preparing the Area Plan Budget Report

Use the following information when preparing your budget report. (The SFY 2021 Planning and Service Area (PSA) Allotments appear at the end of this document.)

Area Plan Funding Resources

The following table summarizes the area plan funding resources.

Funding Entity	Prior Receipts	Current Receipts
Department Pass-through funding to AAAs (Resources – IA Dept. on Aging)	Projected unexpended authorization balances available from the previous fiscal year which are budgeted in addition to Current Receipts.	New funding included in an allotment.
Direct funding to AAAs (Resources – Non-IA Dept. on Aging)	Projected unexpended funding balances received during a previous fiscal year.	New funding that has not previously been received.

Enter funding resources within each of the two (2) program clusters (General Aging and Caregiver) according to the service being funded. The allowable utilization of a funding source is a function of program cluster funding source and service. Entry is allowed in all non-shaded "cells" within the IAFRS Area Plan Budget Report.

Keep in mind that an interdependent relationship exists between service units and the utilization of funding resources. That is, if you enter units for a particular service on the Form 3A-1, you must enter a funding amount for that service in the budget report. Likewise, if you enter a funding amount for a service in the budget report, you must enter units for that service on the Form 3A-1.

Iowa Aging Financial Reporting System Layout
The following table describes the IAFRS tabs and information contained in each tab.

Program Cluster (tab)	Summary View	Data Entry View
Summary	Budget, Resources & Expenditures by funding source across all program clusters	Receipts by funding source and Expenditures by service across all programs
General Aging	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditures by service (entry required)
Senior Living Program [Inactive]	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditure by service (entry required)
Caregiver (IIIE)	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditures by service (entry required)

Note: Balances for Department Pass-through funding (Resources – IA Dept. on Aging) must = zero for each funding source (i.e. prior receipts + current receipts = sum of all following service expenditures). Balances for direct funding to AAAs (Resources – Non-IA Dept. on Aging) must be ≥ zero for each funding source (i.e. prior receipts + current receipts ≥ sum of all following service expenditures).

Allowable Funding Expenditure Reference for SFY 2021

Use the information in figures 1a-f for reference in preparing your SFY 2021 budget report.

Figure 1a: Allowable Expenditures SFY 2021

	Admin	Personal Care	Homemaker	Chore	* Home Delivered Nutrition	Adult Day Care / Health	* Case Mgmt	* Congregate Nutrition	* Nutrition Counseling	Assisted Transportation
	01A	01	02	03	04	05	06	07	08	09
Resources - IDA										
110 Elderly Services General	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
116 LifeLong Links	GA									
123 Elder Abuse Prevention Awareness Pgm	GA									
180 Title IIIB Supportive Services	GA	GA	GA	GA		GA	GA		GA	GA
190 Title IIIC(1) Congregate Meals	GA							GA	GA	
200 Title IIIC(2) HD Meals	GA				GA				GA	
215 Title IIIE Caregiver Support	CG									
220 Title IIID Preventive Health										
250 NSIP Cash					GA			GA		
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
290 State Non-IDEA	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
300 Local Public Funds	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
310 Other Local Cash	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
320 Non-Cash	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
330 Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA		GA	GA		GA	GA
340 Pgm Inc IIIC(1) Cong Meals	GA				GA			GA	GA	
350 Pgm Inc IIIC(2) HD Meals	GA				GA			GA	GA	
363 Pgm Inc IIIE Caregiver Support	CG									
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GA - CG	GA	GA	GA	GA	GA	GA	GA	GA	GA
Sub-total Non-IDA										
Total Resources										
Total Cash										

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Figure 1b: Allowable Expenditures SFY 2021

	Transportation	* Legal Assistance	* Nutrition Education	* Information & Assistance	Outreach	Material Aid: Home Modification Repair	Health Promotion: Non Evidence-Based	Emergency Response System	Behavioral Health Supports	Health Promotion: Evidence-Based
	10	11	12	13	14	A01	B02	B04	B05	B07
Resources - IDA										
110 Elderly Services General	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
116 LifeLong Links				GA		GA				
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
190 Title IIIC(1) Congregate Meals			GA							
200 Title IIIC(2) HD Meals			GA							
215 Title IIIE Caregiver Support										
220 Title IIID Preventive Health										GA
250 NSIP Cash										
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
290 State Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
300 Local Public Funds	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
310 Other Local Cash	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
320 Non-Cash	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
330 Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
340 Pgm Inc IIIC(1) Cong Meals			GA							
350 Pgm Inc IIIC(2) HD Meals			GA							
363 Pgm Inc IIIE Caregiver Support										
365 Prog Inc IIID Preventive Health										GA
370 Program Income Other	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Sub-total Non-IDA										
Total Resources										
Total Cash										

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Figure 1c: Allowable Expenditures SFY 2021

	* EAPA Consultation C07	* EAPA Assessment & Intervention C08	EAPA Training & Education C09	Training/ Education D01	* Options Counseling E05	Material Aid: Asst Tech/ Durable Med Equipment F06	Material Aid: Consumable Supplies F07	Material Aid: Other F08	* Counseling CG3	Information Services CG4
Resources - IDA										
110 Elderly Services General	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
116 LifeLong Links					GA	GA	GA	GA		
123 Elder Abuse Prevention Awareness Pgm	GA	GA	GA							
180 Title IIIB Supportive Services	GA	GA	GA	GA	GA	GA	GA	GA		
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support									CG	CG
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
290 State Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
300 Local Public Funds	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
310 Other Local Cash	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
320 Non-Cash	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
330 Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA	GA	GA	GA	GA		
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support									CG	CG
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GA	GA	GA	GA	GA	GA	GA	GA	CG	CG
Sub-total Non-IDA										
Total Resources										
Total Cash										

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Figure 1d: Allowable Expenditures SFY 2021

	Supplemental Services CG6	Home Delivered Nutrition CG7	* Options Counseling CG8	* Case Management CG9	* Information & Assistance CG10	Support Groups CG11	Training CG12	Congregate Nutrition CG13	Emergency Response System CG14	Respite Care: In-Home CG23
Resources - IDA										
110 Elderly Services General	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
116 LifeLong Links			CG		CG					
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services										
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
220 Title IIID Preventive Health										
250 NSIP Cash		CG						CG		
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
290 State Non-IDEA	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
300 Local Public Funds	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
310 Other Local Cash	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
320 Non-Cash	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
330 Pgm Inc IIIB Supportive Svcs										
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
365 Prog Inc IIID Preventive Health										
370 Program Income Other	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
Sub-total Non-IDA										
Total Resources										
Total Cash										

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Figure 1e: Allowable Expenditures SFY 2021

	Respite Care: Out-of Home (Day)	Respite Care: Out-of Home (Overnight)	Respite Care: Other	Counseling	Information Services	Supplemental Services	Home Delivered Nutrition	Options Counseling	Case Management	Information & Assistance
	CG24	CG25	CG26	GO3	GO4	GO6	GO7	GO8	GO9	GO10
Resources - IDA										
110 Elderly Services General	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
116 LifeLong Links										
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services										
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
220 Title IIID Preventive Health										
250 NSIP Cash							GO			
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
290 State Non-IDEA	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
300 Local Public Funds	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
310 Other Local Cash	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
320 Non-Cash	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
330 Pgm Inc IIIB Supportive Svcs										
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
365 Prog Inc IIID Preventive Health										
370 Program Income Other	CG	CG	CG	GO	GO	GO	GO	GO	GO	GO
Sub-total Non-IDA										
Total Resources										
Total Cash										

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Figure 1f: Allowable Expenditures SFY 2021

	Support Groups	Training	Congregate Nutrition	Emergency Response System	Respite Care: In-Home	Respite Care: Out-of Home (Day)	Respite Care: Out-of Home (Overnight)	Respite Care: Other		
	GO11	GO12	GO13	GO14	GO23	GO24	GO25	GO26		
Resources - IDA										
110 Elderly Services General	GO	GO	GO	GO	GO	GO	GO	GO		
116 LifeLong Links										
123 Elder Abuse Prevention Awareness Pgm										
180 Title IIIB Supportive Services										
190 Title IIIC(1) Congregate Meals										
200 Title IIIC(2) HD Meals										
215 Title IIIE Caregiver Support	GO	GO	GO	GO	GO	GO	GO	GO		
220 Title IIID Preventive Health										
250 NSIP Cash			GO							
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	GO	GO	GO	GO	GO	GO	GO	GO		
290 State Non-IDEA	GO	GO	GO	GO	GO	GO	GO	GO		
300 Local Public Funds	GO	GO	GO	GO	GO	GO	GO	GO		
310 Other Local Cash	GO	GO	GO	GO	GO	GO	GO	GO		
320 Non-Cash	GO	GO	GO	GO	GO	GO	GO	GO		
330 Pgm Inc IIIB Supportive Svcs										
340 Pgm Inc IIIC(1) Cong Meals										
350 Pgm Inc IIIC(2) HD Meals										
363 Pgm Inc IIIE Caregiver Support	GO	GO	GO	GO	GO	GO	GO	GO		
365 Prog Inc IIID Preventive Health										
370 Program Income Other	GO	GO	GO	GO	GO	GO	GO	GO		
Sub-total Non-IDA										
Total Resources										
Total Cash										

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Mandatory Services

AAAs must include the following services in the General Aging and Caregiver budgets and provide a request for direct service if applicable.

- Case Management (06)
- Congregate Nutrition (07)
- Evidence-Based Health Activities (B07)
- EAPA Assessment & Intervention (C08)
- EAPA Consultation (C07)
- Home Delivered Nutrition (04)
- Information and Assistance (13)
- Legal Assistance (11)
- Nutrition Counseling (08)
- Nutrition Education (12)
- Options Counseling (E05)
- Case Management (CG9)
- Information & Assistance (CG10)
- Counseling (CG3)
- Options Counseling (CG8)

Nutritional Counseling & Education Requirements

Iowa Administrative Code (IAC) 17-7.12(4)(a)(c) requires area agencies to ensure nutrition funds are used to (1) provide at least one meal a day, (2) provide nutrition educational services, and (3) provide nutrition screening and counseling.

Request for Funds Transfer

This function is integrated in the IAFRS and will be transmitted as part of the overall Area Plan Budget Report submission. The Transfer Item Form is accessed via the IAFRS Menu dropdown from within the Area Plan Budget Report.

> **Note:** Transfers can be requested between Title III allotments for parts IIIB Supportive Services, IIIC(1) Congregate Meals and IIIC(2) Home Delivered Meals with a maximum of 30% between IIIB and IIIC(1)/IIIC(2) and a maximum of 40% between IIIC(1) and IIIC(2)].

Transfers do not automatically trigger an area plan amendment. An amendment is required if the transfer results in an addition or deletion of a service category and/or if the transfer results in a direct service that was previously not directly provided.

Match

Match requirements for funding are calculated by each funding component or group and administrative sub component if applicable (i.e. Elderly Services; Title IIIB, IIIC-1, IIIC-2; and III-E). To qualify as match, the allowable match funding must be expended in the same service and program cluster as the funding to be matched. Tracing qualified match amounts can be accomplished through the Validation feature accessed via the IAFRS Menu from within the Area

Plan Budget Report. (Note: Users must be in Data Entry view for the Validation feature to display. Toggle is between Data Entry and Summary views.)

Cash and the fair market value of non-cash third party in-kind contributions from local sources (e.g. local public funds, other local cash, and program income) are allowable as match for state sources. Cash and the fair market value of non-cash third party in-kind contributions from non-federal sources are allowable as match for federal sources.

> **State Funds for Services (i.e. elderly services general).** Sums appropriated each state fiscal year for area agency on aging services are for satisfying the non-federal share requirement that one-third of the supportive and nutrition services program match must be in the form of state appropriated funds.
>
> **Elderly Services (i.e. elderly services general).** An area agency may use its state allotment for elderly services to pay not more than eighty-five percent of the cost of these activities. The minimum required match is calculated by dividing the state share [total of both allotments] by eighty-five percent and subtracting the state share from that amount.
>
> **Area Agency Administration.** An area agency may use up to its state Elderly Services administration allotment to pay not more than eighty-five percent of the state Elderly Services share of administering area plans. The minimum required match is calculated by dividing the state Elderly Services share budgeted (elderly services general allotment) by eighty-five percent and subtracting the state Elderly Services share from that amount.
>
> An area agency may use up to its federal Total Title III administration allotment to pay not more than seventy-five percent of the total federal Title III share of administering area plans. The minimum required match is calculated by dividing the federal Title III share budgeted (total of all administration allotments) by seventy-five percent and subtracting the federal Title III share from that amount. Individual Title III administration allotments are displayed as baseline amounts but are only limited in the aggregate to the Total Title IIII administration allotment.
>
> **Supportive and Nutrition Services.** An area agency may use its federal Title III Program allotments for supportive and nutrition services to pay not more than eighty-five percent of the costs of these activities. The minimum required match is calculated by dividing the federal share (total of supportive and nutrition program allotments) by eighty-five percent and subtracting the federal share from that amount.
>
> **Caregiver Services.** An area agency may use its federal Title III Program allotment for caregiver services to pay not more than seventy-five percent of the costs of these activities. The minimum required match is calculated by dividing the federal share by seventy-five percent and subtracting the federal share from that amount.

Priority Services

A minimum percentage of Title IIIB – Supportive Services funding expended for services (total less administration) must be expended in the following priority services categories. (Refer to IAC 17-5.5.

> **Access (10%)**
> Assisted Transportation (09)   Outreach (14)
> Case Management (06)   Transportation (10)
> Information and Assistance (13)

> **In-Home (5%)**
> Adult Day Care/Adult Day Health (05)   Homemaker (02)
> Chore (03)   Personal Care (01)

> **Legal (3%)**
> Legal Assistance (11)

Voluntary Contributions

Section 315 (b)(4) of the Older Americans Act, as Amended 2006, requires all services receiving Title III funding to provide the opportunity for consumers to make voluntary contributions.

- AAAs must report any and all program income from contributions in the annual IAFRS budget under the appropriate program income title designation.

- This requirement is subject to Iowa Department on Aging monitoring for any program which receives OAA Title III funding.

Nutrition Services Incentive Program (NSIP) Cash/Commodity Option

NSIP allotments will be in the form of cash only.

Title IIIE Older Relative Caregiver Services

A maximum percentage of Total Family Caregiver funding [i.e. Title IIIE Caregiver Support authorization plus required minimum match] may be expended for Older Relative Caregiver services.

- Older Relative Caregiver – 10%

Submitting the SFY 2021 Area Plan Budget Report

Electronic Submission Instructions

Agencies must submit their SFY 2021 Area Plan Budget Report electronically via the IAFRS at https://ida-infosys.iowa.gov. The Area Plan Budget Report is accessed via FSRs on the IAFRS main toolbar. The report will be available for completion and email notification sent no later than January 31, 2020. (Refer to figure 2 below for a sample of the Iowa Aging Financial Reporting Systems screen.) Follow the instructions below after you have accessed the IAFRS component.

1. Select **FSRs** from the IAFRS main toolbar.
2. Select **Open Report** for the 2021 Budget Ver 1 (not finalized)
   Important! Do not select **New Version** as it is intended that all versions created will be finalized for submission.
3. Select the **General Aging** or **Caregiver** tab and enter amounts.
4. Select **Save** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and follow prompts.
5. Select **Form 3A-1** from the IAFRS Menu dropdown list and enter amounts.
6. Select **Save** from the IAFRS Menu dropdown list in the Form 3A-1 view and follow prompts.
7. Select **Close** from the IAFRS Menu dropdown list in the Form 3A-1 view. Selecting **Validate** for only the Form 3A-1 is an option at this point as well.
8. **Optional Transfer**: Select **Transfers** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and enter transfer amounts after selecting the dropdowns under **From** and **To**. Select **Save** on the Transfer Item Form and follow prompts/close form to return to the Data Entry – Area Plan Budget view.
9. Select **Validate** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and follow prompts.
10. Select **Finalize** from the IAFRS Menu dropdown list in the Data Entry – Area Plan Budget view and follow prompts.

   Tip: You should save your work every 10 minutes to avoid losing changes.

Figure 2: Sample Iowa Aging Financial Reporting Systems Screen

		Prior Receipts	Current Receipts	Administration 01A	Personal Care 1	Homemaker 2	Chore 3	Home Delivered Meals 4	Adult Daycare 5	Case Management 6	Congregate Meals 7	Nutrition Counseling 8
	es General		110,530	9,906			7,256	251	10,462	57,296	14,299	3,502
	Needs		39,830	2,987					36,843			
	ment											
	Program Base											
126 Senior Living Pgm Supplemental												
127 Senior Living Pgm Case Management												
160 RSVP												
170 Resident Advocate Coordinator												
180 Title IIIB Supportive Services		99	313,900	30,744			5,808	3,966		7,651		
190 Title IIIC(1) Congregate Meals		150	84,292	37,621							46,821	
200 Title IIIC(2) HD Meals		75	224,191	14,970				209,296				
215 Title IIIE Caregiver Support												
216 Title IIIE Grandparent/Older Relative												
220 Title IIID Preventive Health		125	11,049									
221 Title IIID Preventive Health Med Mgmt												
235 Title XIX Assessment												
250 NSIP Cash Estimate		11,267	113,147								124,414	

Mailed Area Plan Budget Request Cover Sheet Instructions

In addition to the submission via the IAFRS, mail an original Area Plan Budget Request Cover Sheet signed by an authorized signatory of the area agency to Jeff Batz at 510 East 12th Street, Suite 2, Des Moines, IA 50319-9025.

> **Note:** Each time a new Area Plan Budget Report version, including Form 3A-1, is created/finalized within the IAFRS after its initial approval, an authorized signatory of the agency must mail a signed Area Plan Budget Request Cover Sheet to Jeff Batz.

Area Plan Budget Report Due Dates

The initial SFY 2021 Area Plan Budget Report must be submitted electronically via the IAFRS no later than 4:00 pm on April 1, 2020. The signed Area Plan Budget Request Cover Sheet must be received by Jeff Batz no later than five business days following the due date.

The updated SFY 2021 Area Plan Budget Report must include any newly projected allotment funding, approved carryover funding, related unit/consumer data and be submitted no later than 4:00 pm on February 22, 2021. Communication of any newly projected allotment funding can be anticipated no later than 30 days prior.

SFY 2021 Consumers Served & Service Unit Projections

Preparing Form 3A-1: Consumers Served & Units Provided
Each agency must provide to the Department on Aging projections for the total number of consumers to be served in the fiscal year, number of consumers served by targeted populations, and total service units. These projections are to be provided annually through a new or updated Area Plan on Aging. The Department will review and approve the consumer and service projections prior to approving funding to the agency.

All agencies must use the Department's Form 3A-1 to provide SFY 2021 service and consumer projections. Note that you must provide consumer or service projections on Form 3A-1 for each service in which you have entered a funding amount in the Area Plan Budget Report.

For reference in completing Form 3A-1, consult chapter 2 of the *Area Agency on Aging Reporting Manual* for a listing of allowable services and service definitions. Agency's should also utilize Iowa aging demographic data and past service units provided & consumer served when determining projections for SFY 2021. Population estimates targeted demographic groups are available at https://www.iowaaging.gov/about/area-agencies-aging/aaa-professionals/area-plan-aging-guidance.

Submitting Form 3A-1: Consumers Served & Units Provided
Agencies must complete the Form 3A-1 with projected total number of consumers to be served in the fiscal year, number of consumers served by targeted populations, and total service units for SFY 2021 as part of the Area Plan Budget Report. Access the Form 3A-1 via the IAFRS Menu dropdown from within the Area Plan Budget Report. (Refer to figure 3 below for a sample of the Form 3A-1.)

Figure 3: Sample Form 3A-1 - Iowa Aging Financial Reporting System (IAFRS)

Form 3A-1 Due Date

A copy of the completed Form 3A-1 must be inserted into section 2 of the SFY 2021 Update to the approved SFY 2018-2021 Area Plan on Aging document. Submit the form electronically no later than 4:00 pm on April 1, 2020.

SFY 2021 Planning & Service Area Allotments

The following planning & service area allotments must be used when preparing your SFY 2021 Area Plan Budget Report. All available funding must be budgeted.

TITLE III ALLOTMENT PLANNING PROJECTIONS TO AREA AGENCIES ON AGING FOR STATE FISCAL YEAR 2021

	TITLE IIIB	TITLE IIIC-1	TITLE IIIC-2	TITLE IIID	TITLE IIID Med Mgmt	TITLE IIIE	1/29/2020 TOTAL ALL
PROJECTED FFY 2021 FEDERAL ALLOCATION	4,085,780	4,930,575	2,428,355	242,246	0	1,788,806	13,475,762
STATE ADMINISTRATION	204,289	246,529	121,418	12,112	0	89,440	673,788
OMBUDSMAN	0						0
PROJECTED FFY 2021 FED ALLOC FOR SFY 2021-2022 AAA PLANS	3,881,491	4,684,046	2,306,937	230,134	0	1,699,366	12,801,974
PROJECTED FFY 2021 ALLOC FOR SFY 2021-2022 PLAN 75% FOR SFY 2021 PLAN 25% RESERVED FOR SFY 2022 PLAN	3,881,491	4,684,046	2,306,937	230,134	0	1,699,366	12,801,974
ACTUAL FFY 2020 FED ALLOC FOR SFY 2021 PLAN (25% OF ACTUAL FFY 2020 FED ALLOC)	970,373	1,171,011	576,734	57,533	0	424,841	3,200,492
PROJECTED FFY 2021 ALLOC FOR SFY 2021 PLAN (75% OF PROJ FFY 2021 FED ALLOC)	2,911,118	3,513,035	1,730,203	172,601	0	1,274,525	9,601,482
PROJECTED SFY 2021 AAA PLAN ALLOTMENTS TO AAAs	3,881,491	4,684,046	2,306,937	230,134	0	1,699,366	12,801,974

FY 2021 Planning & Service Area Allotments
Federal Title III Funding [projected]

1/29/2020

Based on Most Current Population Data

Area Agency	Administration Funding				
	Total Admin	Title III B	Title III C(1)	Title III C(2)	Title III E
Elderbridge [PSA 1]	$ 279,468	$ 86,284	$ 104,127	$ 51,283	$ 37,774
Northeast Iowa [PSA 2]	232,695	71,844	86,698	42,700	31,453
Aging Resources [PSA 3]	188,126	58,082	70,093	34,522	25,429
Heritage [PSA 4]	140,708	43,442	52,424	25,821	19,021
Milestones [PSA 5]	222,822	68,797	83,019	40,887	30,119
Connections [PSA 6]	216,378	66,805	80,617	39,705	29,251
Total	$ 1,280,197	$ 395,254	$ 476,978	$ 234,918	$ 173,047

Area Agency	Administration & Services Funding					
	Total Title III	Title III B Supportive	Title III C(1) Nutrition Congregate	Title III C(2) Nutrition Home Delv'd	Title III D Preventive Health	Title III E Caregiver/ Grandparent
Elderbridge [PSA 1]	$ 2,272,458	$ 679,840	$ 820,414	$ 404,062	$ 70,499	$ 297,643
Northeast Iowa [PSA 2]	2,381,126	722,769	872,213	429,573	40,136	316,435
Aging Resources [PSA 3]	2,438,415	748,819	903,651	445,058	13,043	327,844
Heritage [PSA 4]	1,570,985	480,471	579,815	285,567	14,774	210,358
Milestones [PSA 5]	2,284,432	691,183	834,089	410,794	45,761	302,605
Connections [PSA 6]	1,854,558	558,409	673,864	331,883	45,921	244,481
Total	$ 12,801,974	$ 3,881,491	$ 4,684,046	$ 2,306,937	$ 230,134	$ 1,699,366

FY 2021 Planning & Service Area Allotments
1/29/2020
Federal NSIP Funding [projected]
Based on Most Current Meal Count Data

Area Agency	FFY'20 Proportion	FFY'21 Total NSIP	FFY'21 Commodity Election	Cash
Elderbridge [PSA 1]	21.8151%	$ 325,731	$ N/A	$ 325,731
Northeast Iowa [PSA 2]	11.1153%	165,967	N/A	165,967
Aging Resources [PSA 3]	26.1894%	391,045	N/A	391,045
Heritage [PSA 4]	16.9935%	253,738	N/A	253,738
Milestones [PSA 5]	14.4237%	215,367	N/A	215,367
Connections [PSA 6]	9.4630%	141,296	N/A	141,296
Total	100.0000%	$ 1,493,144	$ 0	$ 1,493,144

Area Agency	FFY'19 Proportion	FFY'20 Proj. Proportion		SFY'21 Total NSIP	FFY'20 Cash [25%]	FFY'21 Cash [75%]
Elderbridge [PSA 1]	21.8151%	21.8151%	(Allotments for Area Plan Use)	$ 325,731	$ 81,433	$ 244,298
Northeast Iowa [PSA 2]	11.1153%	11.1153%		165,967	41,492	124,475
Aging Resources [PSA 3]	26.1894%	26.1894%		391,044	97,759	293,285
Heritage [PSA 4]	16.9935%	16.9935%		253,739	63,435	190,304
Milestones [PSA 5]	14.4237%	14.4237%		215,368	53,843	161,525
Connections [PSA 6]	9.4630%	9.4630%		141,296	35,324	105,972
Total	100.0000%	100.0000%		$ 1,493,145	$ 373,286	$ 1,119,859

FY 2021 Planning & Service Area Allotments
State Appropriations Funding

1/29/2020

Based on Most Current Population Data

Area Agency		Administration & Services Funding		
		Total Aging Pgms	Eld Svcs Administration	Elderly Services
Elderbridge [PSA 1]		$ 1,421,690	$ 106,627	$ 1,315,063
Northeast Iowa [PSA 2]		1,429,280	107,197	1,322,083
Aging Resources [PSA 3]		1,153,935	86,546	1,067,389
Heritage [PSA 4]		827,273	62,046	765,227
Milestones [PSA 5]		1,211,886	90,891	1,120,995
Connections [PSA 6]		1,076,380	80,729	995,651
	Total	$ 7,120,444	$ 534,036	$ 6,586,408
		Total EAPA	EAPA Administration	EAPA Services
Elderbridge [PSA 1]		$ 69,380	$ 5,204	$ 64,176
Northeast Iowa [PSA 2]		69,380	5,204	64,176
Aging Resources [PSA 3]		69,381	5,204	64,177
Heritage [PSA 4]		69,381	5,204	64,177
Milestones [PSA 5]		69,380	5,204	64,176
Connections [PSA 6]		69,381	5,204	64,177
	Total	$ 416,283	$ 31,224	$ 385,059
		Total LLL	LLL Administration	LLL Services
Elderbridge [PSA 1]		$ 141,291	$ 10,597	$ 130,694
Northeast Iowa [PSA 2]		141,529	10,614	130,915
Aging Resources [PSA 3]		132,901	9,967	122,934
Heritage [PSA 4]		122,665	9,200	113,465
Milestones [PSA 5]		134,717	10,104	124,613
Connections [PSA 6]		130,471	9,785	120,686
	Sub-total	$ 803,574	$ 60,267	$ 743,307
NEI3A Call Center		96,426	0	96,426
		$ 900,000	$ 60,267	$ 839,733