SFY 2022 Area Plan Budget Report Instructions
and
Planning & Service Area Allotments

Issued by the Iowa Department on Aging

Issued On: 12/4/2020

SFY 2022 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 2022, 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 current SFY 2022 Planning and Service Area (PSA) Allotments appear at the end of this document and any revised allotments will be provided with the Iowa Aging Operational Guidance (IAOG) issued on February 1, 2021 should they become available.) Medicaid Administrative Claiming (MAC) funding may be projected by annualizing the SFY2021-Q1 amount reported in the IAFRS.

Iowa Aging Financial Reporting System

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 (Re-purposed for Medicaid Admin Claiming)	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditure by service (entry required)
Caregiver	Budget, Resources & Expenditures by funding source	Receipts by funding source and Expenditures by service (entry required)

The following table summarizes the IAFRS Area Plan Budget Report.

Area Plan Budget Report (IAFRS)				
Funding Resources	Prior Resources	Current Resources	Total Resources	Total Expenditures
IDA Resources Funding from the IDA awarded to AAAs (Resources – IA Dept. on Aging)	Projected carryover funding from the prior fiscal year [unexpended prior fiscal year authorization].	Current fiscal year funding allotments.	Prior Resources plus Current Resources.	Total costs of all goods & property received or services performed as of the end of the reporting period, whether or not a cash payment has occurred.
Non-IDA Resources Generally & unless directed otherwise, only funding received directly by AAAs and not from the IDA (Resources – Non-IA Dept. on Aging)	Projected unexpended funding from the prior fiscal year [ending balances].	Projected current fiscal year funding.		

Enter Resources by funding source within each of three (3) program clusters (General Aging, Senior Living, and Caregiver). Entry of "Prior Yr. Resources" or "Current Yr. Resources" may be appropriate and are either IDA Resources or Non-IDA Resources. The Senior Living program cluster has been re-purposed to facilitate Medicaid Administrative Claiming (MAC). The MAC funding source amount must be reported on line 280: Federal Non-IDA and any funding provided by IDA used as MAC match reported on an allowable IDA funding source line.

Enter Expenditures by funding source & service within each of the three (3) program clusters. Entry of MAC related expenditures by service must correspond with MAC funding sources.

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 on the Form 3A-1.

Note: Balances for Department 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 2022

Use the information in figures 1a-g for reference in preparing your SFY 2022 budget report.

Figure 1a: Allowable Expenditures SFY 2022

	Admin 01A	Personal Care 01	Homemaker 02	Chore 03	* Home Delivered Nutrition 04	Adult Day Care / Health 05	* Case Mgmt 06	* Congregate Nutrition 07	* Nutrition Counseling 08	Assisted Transportation 09
Resources - IDA										
110 Elderly Services General	GA - CG	GA	GA	GA	GA	GA	GA - SLP	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 - SLP	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 2022

	Transportation 10	* Legal Assistance 11	* Nutrition Education 12	* Information & Assistance 13	Outreach 14	Material Aid: Home Modification Repair A01	Health Promotion: Non Evidence-Based B02	Emergency Response System B04	Behavioral Health Supports B05	Health Promotion: Evidence-Based B07
Resources - IDA										
110 Elderly Services General	GA	GA	GA	GA - SLP	GA - SLP	GA	GA	GA	GA	GA
116 LifeLong Links				GA - SLP		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 - SLP	GA - SLP	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 2022

	* EAPA Consultation	* EAPA Assessment & Intervention	EAPA Training & Education	Training/ Education	* Options Counseling	Material Aid: Asst Tech/ Durable Med Equipment	Material Aid: Consumable Supplies	Material Aid: Other	* Counseling	Information Services
	C07	C08	C09	D01	E05	F06	F07	F08	CG3	CG4
Resources - IDA										
110 Elderly Services General	GA - SLP	GA - SLP	GA - SLP	GA - SLP	GA - SLP	GA	GA	GA	CG	CG - SLP
116 LifeLong Links					GA - SLP	GA	GA	GA		
123 Elder Abuse Prevention Awareness Pgm	GA - SLP	GA - SLP	GA - SLP							
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 - SLP	GA - SLP	GA - SLP	GA - SLP	GA - SLP	GA	GA	GA	CG	CG - SLP
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 2022

	Home Delivered Nutrition	* Options Counseling	* Case Management	* Information & Assistance	Support Groups	Training	Congregate Nutrition	Emergency Response System	Supp Svc: Consumable Supplies	Supp Svc: Other
	CG7	CG8	CG9	CG10	CG11	CG12	CG13	CG14	CG15	CG22
Resources - IDA										
110 Elderly Services General	CG	CG - SLP	CG - SLP	CG - SLP	CG	CG	CG	CG	CG	CG
116 LifeLong Links		CG - SLP		CG - SLP						
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										
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	CG	CG - SLP	CG - SLP	CG - SLP	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 2022

	Respite Care: In-Home CG23	Respite Care: Out-of Home (Day) CG24	Respite Care: Out-of Home (Overnight) CG25	Respite Care: Other CG26	Supp Svc: Asst Tech/ Durable Med Equipment CG27	Counseling GO3	Information Services GO4	Home Delivered Nutrition GO7	Options Counseling GO8	Case Management GO9
Resources - IDA										
110 Elderly Services General	CG	CG	CG	CG	CG	CG	CG - SLP	CG	CG - SLP	CG - SLP
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	CG	CG	CG	CG	CG	CG	CG
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	CG	CG	CG	CG	CG	CG	CG - SLP	CG	CG - SLP	CG - SLP
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 1f: Allowable Expenditures SFY 2022

	Information & Assistance GO10	Support Groups GO11	Training GO12	Congregate Nutrition GO13	Emergency Response System GO14	Supp Svc: Consumable Supplies GO15	Supp Svc: Other GO22	Respite Care: In-Home GO23	Respite Care: Out-of Home (Day) GO24	Respite Care: Out-of Home (Overnight) GO25
Resources - IDA										
110 Elderly Services General	CG - SLP	CG	CG	CG	CG	CG	CG	CG	CG	CG
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	CG	CG	CG	CG	CG	CG	CG
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	CG - SLP	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 1g: Allowable Expenditures SFY 2022

	Respite Care: Other GO26	Supp Svc: Asst Tech/ Durable Med Equipment GO27								
Resources - IDA										
110 Elderly Services General	CG	CG								
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								
220 Title IIID Preventive Health										
250 NSIP Cash										
Sub-total IDA										
Resources - Non-IDA										
280 Federal Non-IDEA	CG	CG								
290 State Non-IDEA	CG	CG								
300 Local Public Funds	CG	CG								
310 Other Local Cash	CG	CG								
320 Non-Cash	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								
365 Prog Inc IIID Preventive Health										
370 Program Income Other	CG	CG								
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)	Case Management (06)
Information and Assistance (13)	Outreach (14)
Transportation (10)	

In-Home (5%)

Adult Day Care/Adult Day Health (05)	Chore (03)
Homemaker (02)	Personal Care (01)

Legal (3%)

Legal Assistance (11)

Voluntary Contributions

Section 315 (b)(4) of the Older Americans Act, as Amended 2020, 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.

Submitting the SFY 2022 Area Plan Budget Report

Electronic Submission Instructions

Agencies must submit their SFY 2022 Area Plan Budget Report electronically via the IAFRS at https://ida-infosys.iowa.gov. The Area Plan Budget Report is accessed via the FSRs tab on the IAFRS main toolbar. The report will be available for completion and email notification sent no later than February 1, 2021. (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 2022 Budget Ver 1 (not finalized). **Important!** <u>Do not</u> select **New Version** as it is intended that all versions created will be finalized for submission.

3. Select the **General Aging, Senior Living Program,** or **Caregiver** tab and enter amounts on each. Remember to utilize the Senior Living Program tab for Medicaid Admin Claiming services.

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. Remember to enter Senior Living Program amounts for Medicaid Admin Claiming services.

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. <u>**Optional Transfer**</u>: 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

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 2022 Area Plan Budget Report must be submitted electronically via the IAFRS no later than 4:00 pm on May 1, 2021. 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 2022 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, 2022. Communication of any newly projected allotment funding can be anticipated no later than 30 days prior.

SFY 2022 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.
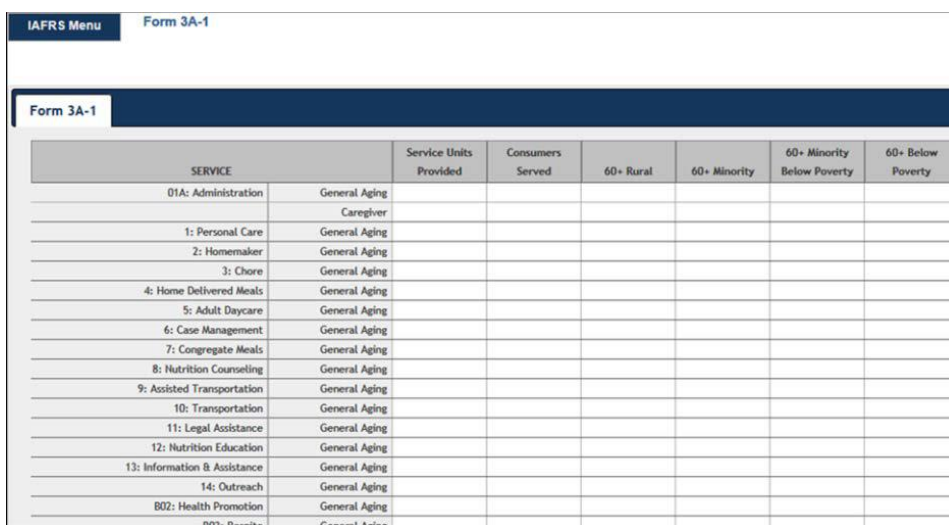
All agencies must use the Department's Form 3A-1 to provide SFY 2022 service and consumer projections. Note that you must provide consumer or service projections on Form 3A-1 for each service in which you have entered a funding amount in the Area Plan Budget Report.

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 2022. Population estimates for targeted demographic groups have been provided to each agency's area plan contact.

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 2022 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 2022 Update to the approved SFY 2018-2021 Area Plan on Aging document. Submit the form electronically no later than 4:00 pm on May 1, 2020.

SFY 2022 Planning & Service Area Allotments

The following planning & service area allotments must be used when preparing your SFY 2022 Area Plan Budget Report. All available funding must be budgeted.

TITLE III ALLOTMENT PLANNING PROJECTIONS TO AREA AGENCIES ON AGING FOR STATE FISCAL YEAR 2022

	TITLE IIIB	TITLE IIIC-1	TITLE IIIC-2	TITLE IIID	TITLE IIID Med Mgmt	TITLE IIIE	11/24/2020 TOTAL ALL
PROJECTED FFY 2022 FEDERAL ALLOCATION	4,137,783	5,056,285	2,569,123	241,830	0	1,829,827	13,834,848
STATE ADMINISTRATION (GREATER of 5.00% OF FED ALLOC or $750K)	224,313	274,108	139,274	13,109	0	99,196	750,000
OMBUDSMAN	0						0
PROJECTED FFY 2022 FED ALLOC FOR SFY 2022-2023 AAA PLANS	3,913,470	4,782,177	2,429,849	228,721	0	1,730,631	13,084,848
PROJECTED FFY 2022 ALLOC FOR SFY 2022-2023 PLAN 75% FOR SFY 2022 PLAN 25% RESERVED FOR SFY 2023 PLAN	3,913,470	4,782,177	2,429,849	228,721	0	1,730,631	13,084,848
ACTUAL FFY 2021 FED ALLOC FOR SFY 2022 PLAN (25% OF ACTUAL FFY 2021 FED ALLOC)	978,367	1,195,544	607,462	57,180	0	432,658	3,271,211
PROJECTED FFY 2022 ALLOC FOR SFY 2022 PLAN (75% OF PROJ FFY 2022 FED ALLOC)	2,935,103	3,586,633	1,822,387	171,541	0	1,297,973	9,813,637
PROJECTED SFY 2022 AAA PLAN ALLOTMENTS TO AAAs	3,913,470	4,782,177	2,429,849	228,721	0	1,730,631	13,084,848

FY 2022 Planning & Service Area Allotments   11/24/2020
Federal Title III Funding [projected]
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]	$ 285,641	$ 86,950	$ 106,253	$ 53,988	$ 38,450
Northeast Iowa [PSA 2]	237,831	72,400	88,467	44,949	32,015
Aging Resources [PSA 3]	192,285	58,532	71,525	36,343	25,885
Heritage [PSA 4]	143,818	43,779	53,496	27,182	19,361
Milestones [PSA 5]	227,739	69,326	84,714	43,042	30,657
Connections [PSA 6]	221,170	67,324	82,272	41,803	29,771
Total	$ 1,308,484	$ 398,311	$ 486,727	$ 247,307	$ 176,139

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]	$ 2,321,781	$ 685,434	$ 837,587	$ 425,583	$ 70,065	$ 303,112
Northeast Iowa [PSA 2]	2,433,811	728,724	890,481	452,458	39,889	322,259
Aging Resources [PSA 3]	2,493,231	755,003	922,600	468,777	12,963	333,888
Heritage [PSA 4]	1,606,093	484,433	591,966	300,781	14,684	214,229
Milestones [PSA 5]	2,334,761	696,872	851,562	432,682	45,477	308,168
Connections [PSA 6]	1,895,171	563,004	687,981	349,568	45,643	248,975
Total	$ 13,084,848	$ 3,913,470	$ 4,782,177	$ 2,429,849	$ 228,721	$ 1,730,631

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FY 2022 Planning & Service Area Allotments
Federal NSIP Funding [projected]
Based on Most Current Meal Count Data

11/24/2020

Area Agency	FFY'19 Proportion	FFY'22 Total NSIP	FFY'22 Commodity Election	Cash
Elderbridge [PSA 1]	21.8151%	$ 304,489	$ N/A	$ 304,489
Northeast Iowa [PSA 2]	11.1153%	155,144	N/A	155,144
Aging Resources [PSA 3]	26.1894%	365,544	N/A	365,544
Heritage [PSA 4]	16.9935%	237,191	N/A	237,191
Milestones [PSA 5]	14.4237%	201,322	N/A	201,322
Connections [PSA 6]	9.4630%	132,082	N/A	132,082
Total	100.0000%	$ 1,395,772	$ 0	$ 1,395,772

Area Agency	FFY'19 Proportion	FFY'19 Proportion		SFY'22 Total NSIP	FFY'21 Cash [25%]	FFY'22 Cash [75%]
Elderbridge [PSA 1]	21.8151%	21.8151%	(Allotments for Area Plan Use)	$ 304,489	$ 76,122	$ 228,367
Northeast Iowa [PSA 2]	11.1153%	11.1153%		155,144	38,786	116,358
Aging Resources [PSA 3]	26.1894%	26.1894%		365,543	91,385	274,158
Heritage [PSA 4]	16.9935%	16.9935%		237,191	59,298	177,893
Milestones [PSA 5]	14.4237%	14.4237%		201,324	50,332	150,992
Connections [PSA 6]	9.4630%	9.4630%		132,081	33,020	99,061
Total	100.0000%	100.0000%		$ 1,395,772	$ 348,943	$ 1,046,829

FY 2022 Planning & Service Area Allotments
State Appropriations Funding [projected]
11/24/2020

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