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SFY 2020 Area Plan Budget Report Instructions and Planning & Service Area Allotments

Issued by the Iowa Department on Aging

Issued On: November 15, 2018

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SFY 2020 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 2020, 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 2020*.)

Preparing the Area Plan Budget Report

Use the following information when preparing your budget report. (The SFY 2020 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 program clusters
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 2020

Use the information in figures 1a-g for reference in preparing your SFY 2020 budget report.

Figure 1a: Allowable Expenditures SFY 2020

		Admin 01A	Personal Care 01	Homemaker 02	Chore 03	* Home Delivered Meals 04	Adult Day Care / Adult Day Health 05	* Case Mgmt 06	* Congregate Meals 07	* Nutrition Counseling 08	Assisted Transportation 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 2020

	Transportation 10	* Legal Assistance 11	* Nutrition Education 12	* Information & Assistance 13	Outreach 14	* Health Promotion B02	Emergency Response Sys B04	Behavioral Health Supports B05	* Evidence-Based Health Activities B07	* EAPA Consultation C07
rces - IDA										
Elderly Services General	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
LifeLong Links				GA						
Elder Abuse Prevention Awareness Pgm										GA
Title IIIB Supportive Services	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Title IIIC(1) Congregate Meals			GA							
Title IIIC(2) HD Meals			GA							
Title IIIE Caregiver Support										
Title IIID Preventive Health									GA	
NSIP Cash										
Sub-total IDA										
rces - Non-IDA										
Federal Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
State Non-IDEA	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Local Public Funds	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Other Local Cash	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Non-Cash	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Pgm Inc IIIB Supportive Svcs	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Pgm Inc IIIC(1) Cong Meals			GA							
Pgm Inc IIIC(2) HD Meals			GA							
Pgm Inc IIIE Caregiver Support										
Prog Inc IIID Preventive Health									GA	
Program Income Other	GA	GA	GA	GA	GA	GA	GA	GA	GA	GA
Sub-total Non-IDA										
Resources										
Cash										

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Figure 1c: Allowable Expenditures SFY 2020

		* EAPA Assessment & Intervention C08	Training/ Education D01	* Options Counseling E05	Material Aid F02	* Counseling CG3	Information Services CG4	Home Delivered Meals CG7	* Options Counseling CG8	* Assistance Case Mgmt CG9	* Assistance Info & Assist CG10
Resources - IDA											
110	Elderly Services General	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
116	LifeLong Links			GA	GA				CG	CG	CG
123	Elder Abuse Prevention Awareness Pgm	GA									
180	Title IIIB Supportive Services	GA	GA	GA	GA						
190	Title IIIC(1) Congregate Meals										
200	Title IIIC(2) HD Meals										
215	Title IIIE Caregiver Support					CG	CG	CG	CG	CG	CG
220	Title IIID Preventive Health										
250	NSIP Cash										
	Sub-total IDA										
Resources - Non-IDA											
280	Federal Non-IDEA	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
290	State Non-IDEA	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
300	Local Public Funds	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
310	Other Local Cash	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
320	Non-Cash	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
330	Pgm Inc IIIB Supportive Svcs	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	CG	CG	CG	CG
365	Prog Inc IIID Preventive Health										
370	Program Income Other	GA	GA	GA	GA	CG	CG	CG	CG	CG	CG
	Sub-total Non-IDA										
Total Resources											
Total Cash											

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Figure 1d: Allowable Expenditures SFY 2020

		Support Groups CG11	Training CG12	Congregate Meals CG13	Emergemcy Response System CG14	Supplies CG15	Home Repair CG16	Legal Assistance CG17	Personal Care CG18	Homemaker CG19	Chore CG20
Resources - IDA											
110	Elderly Services General	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
116	LifeLong Links	CG	CG	CG	CG	CG	CG	CG	CG	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										
	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 2020

		Transportation CG21	Other CG22	Respite In-Home CG23	Respite Out-of Home Day CG24	Respite Out-of Home Overnight CG25	Respite Other CG26	Counseling GO3	Information Services GO4	Home Delivered Meals GO7	Options Counseling GO8
Resources - IDA											
110	Elderly Services General	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
116	LifeLong Links	CG	CG	CG	CG	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	GO	GO	GO	GO
220	Title IIID Preventive Health										
250	NSIP Cash										
	Sub-total IDA										
Resources - Non-IDA											
280	Federal Non-IDEA	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
290	State Non-IDEA	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
300	Local Public Funds	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
310	Other Local Cash	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
320	Non-Cash	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
330	Pgm Inc IIIB Supportive Svcs										
340	Pgm Inc IIIC(1) Cong Meals										
350	Pgm Inc IIIC(2) HD Meals			CG	CG	CG	CG				
363	Pgm Inc IIIE Caregiver Support	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
365	Prog Inc IIID Preventive Health										
370	Program Income Other	CG	CG	CG	CG	CG	CG	GO	GO	GO	GO
	Sub-total Non-IDA										
Total Resources											
Total Cash											

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Figure 1f: Allowable Expenditures SFY 2020

		Assistance Case Mgmt GO9	Assistance Info & Assist GO10	Support Groups GO11	Training GO12	Congregate Meals GO13	Emergemcy Response System GO14	Supplies GO15	Home Repair GO16	Legal Assistance GO17	Personal Care GO18
Resources - IDA											
110	Elderly Services General	GO	GO	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	GO	GO
220	Title IIID Preventive Health										
250	NSIP Cash										
	Sub-total IDA										
Resources - Non-IDA											
280	Federal Non-IDEA	GO	GO	GO	GO	GO	GO	GO	GO	GO	GO
290	State Non-IDEA	GO	GO	GO	GO	GO	GO	GO	GO	GO	GO
300	Local Public Funds	GO	GO	GO	GO	GO	GO	GO	GO	GO	GO
310	Other Local Cash	GO	GO	GO	GO	GO	GO	GO	GO	GO	GO
320	Non-Cash	GO	GO	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	GO	GO
365	Prog Inc IIID Preventive Health										
370	Program Income Other	GO	GO	GO	GO	GO	GO	GO	GO	GO	GO
	Sub-total Non-IDA										
Total Resources											
Total Cash											

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Figure 1g: Allowable Expenditures SFY 2020

		Homemaker GO19	Chore GO20	Transportation GO21	Other GO22	Respite In-Home GO23	Respite Out-of Home Day GO24	Respite Out-of Home Overnight GO25	Respite Other 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										
	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 Meals (07)
- Evidence-Based Health Activities (B07)
- EAPA Assessment & Intervention (C08)
- EAPA Consultation (C07)
- Health Promotion and Disease Prevention (B02)
- Home Delivered Meals (04)
- Information and Assistance (13)
- Legal Assistance (11)
- Nutrition Counseling (08)
- Nutrition Education (12)
- Options Counseling (E05)
- Assistance Case Management (CG9)
- Assistance 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 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 2020 Area Plan Budget Report

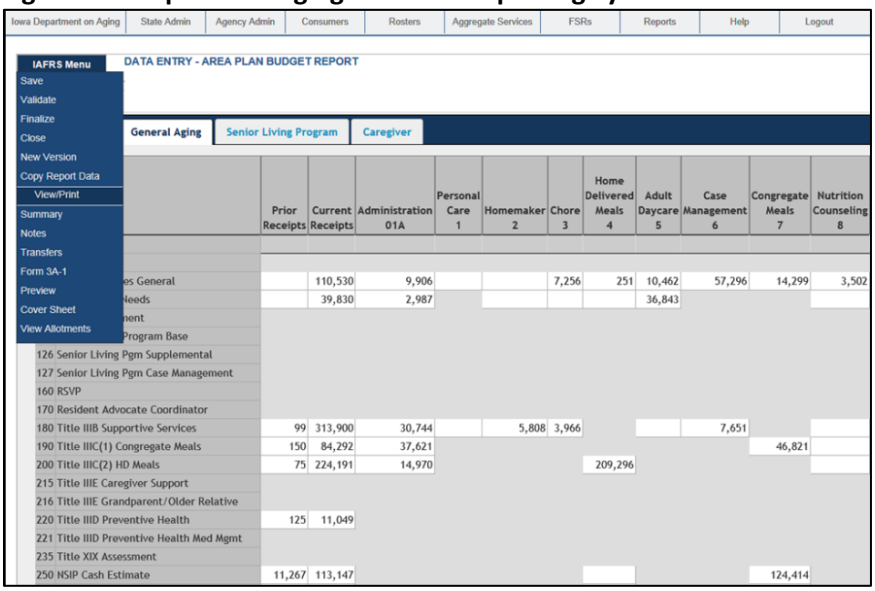
Electronic Submission Instructions

Agencies must submit their SFY 2020 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, 2019. (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 2020 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			
nent											
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 2020 Area Plan Budget Report must be submitted electronically via the IAFRS no later than 4:00 pm on April 1, 2019. 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 2020 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 24, 2020. Communication of any newly projected allotment funding can be anticipated no later than 30 days prior.

SFY 2020 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 2020 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 2020. Population estimates targeted demographic groups are available at https://iowaaging.gov/area-agencies-aging/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 2020 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)

IAFRS Menu | Form 3A-1

Form 3A-1

SERVICE		Service Units Provided	Consumers Served	60+ Rural	60+ Minority	60+ Minority Below Poverty	60+ Below Poverty
01A: Administration	General Aging						
	Caregiver						
1: Personal Care	General Aging						
2: Homemaker	General Aging						
3: Chore	General Aging						
4: Home Delivered Meals	General Aging						
5: Adult Daycare	General Aging						
6: Case Management	General Aging						
7: Congregate Meals	General Aging						
8: Nutrition Counseling	General Aging						
9: Assisted Transportation	General Aging						
10: Transportation	General Aging						
11: Legal Assistance	General Aging						
12: Nutrition Education	General Aging						
13: Information & Assistance	General Aging						
14: Outreach	General Aging						
B02: Health Promotion	General Aging						
B03: Respite	General Aging						

Form 3A-1 Due Date

A copy of the completed Form 3A-1 must be inserted into section 2 of the SFY 2020 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, 2019.

SFY 2020 Planning & Service Area Allotments

The following planning & service area allotments must be used when preparing your SFY 2020 Area Plan Budget Report. All available funding must be budgeted.

TITLE III ALLOTMENT PLANNING PROJECTIONS TO AREA AGENCIES ON AGING FOR STATE FISCAL YEAR 2020

11/15/2018

	TITLE IIIB	TITLE IIIC-1	TITLE IIIC-2	TITLE IIID	TITLE IIID Med Mgmt	TITLE IIIE	TOTAL ALL
PROJECTED FFY 2020 FEDERAL ALLOCATION	4,085,780	4,930,575	2,392,379	242,039	0	1,829,769	13,480,542
STATE ADMINISTRATION	204,289	246,529	119,619	12,102	0	91,488	674,027
OMBUDSMAN	0						0
PROJECTED FFY 2020 FED ALLOC FOR SFY 2020-2021 AAA PLANS	3,881,491	4,684,046	2,272,760	229,937	0	1,738,281	12,806,515
PROJECTED FFY 2020 ALLOC FOR SFY 2020-2021 PLAN 75% FOR SFY 2020 PLAN 25% RESERVED FOR SFY 2021 PLAN	3,881,491	4,684,046	2,272,760	229,937	0	1,738,281	12,806,515
ACTUAL FFY 2019 FED ALLOC FOR SFY 2020 PLAN (25% OF ACTUAL FFY 2019 FED ALLOC)	970,373	1,171,011	568,190	57,484	0	434,570	3,201,628
PROJECTED FFY 2020 ALLOC FOR SFY 2020 PLAN (75% OF PROJ FFY 2020 FED ALLOC)	2,911,118	3,513,035	1,704,570	172,453	0	1,303,711	9,604,887
PROJECTED SFY 2020 AAA PLAN ALLOTMENTS TO AAAs	3,881,491	4,684,046	2,272,760	229,937	0	1,738,281	12,806,515

FY 2020 Planning & Service Area Allotments

11/15/2018

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]	$ 279,564	$ 86,282	$ 104,121	$ 50,521	$ 38,640
Northeast Iowa [PSA 2]	232,790	71,846	86,700	42,069	32,175
Aging Resources [PSA 3]	188,192	58,081	70,091	34,008	26,012
Heritage [PSA 4]	140,760	43,443	52,424	25,438	19,455
Milestones [PSA 5]	222,893	68,791	83,015	40,280	30,807
Connections [PSA 6]	216,453	66,803	80,618	39,115	29,917
Total	$ 1,280,652	$ 395,246	$ 476,969	$ 231,431	$ 177,006

	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]	$ 2,273,213	$ 679,840	$ 820,408	$ 398,074	$ 70,432	$ 304,459
Northeast Iowa [PSA 2]	2,381,986	722,772	872,216	423,210	40,104	323,684
Aging Resources [PSA 3]	2,439,314	748,818	903,650	438,461	13,033	335,352
Heritage [PSA 4]	1,571,559	480,472	579,816	281,335	14,761	215,175
Milestones [PSA 5]	2,285,227	691,177	834,086	404,710	45,723	309,531
Connections [PSA 6]	1,855,216	558,412	673,870	326,970	45,884	250,080
Total	$ 12,806,515	$ 3,881,491	$ 4,684,046	$ 2,272,760	$ 229,937	$ 1,738,281

FY 2020 Planning & Service Area Allotments

11/15/2018

Federal NSIP Funding [projected]

Based on Most Current Meal Count Data

Area Agency	FFY'19 Proportion	FFY'20 Total NSIP	FFY'20 Commodity Election	FFY'20 Cash
Elderbridge [PSA 1]	19.6454%	$ 317,644	$ N/A	$ 317,644
Northeast Iowa [PSA 2]	16.5024%	266,826	N/A	266,826
Aging Resources [PSA 3]	24.0530%	388,910	N/A	388,910
Heritage [PSA 4]	14.0395%	227,004	N/A	227,004
Milestones [PSA 5]	15.6833%	253,582	N/A	253,582
Connections [PSA 6]	10.0763%	162,923	N/A	162,923
Total	100.0000%	$ 1,616,889	$ 0	$ 1,616,889

(Allotments for Area Plan Use)

	FFY'18 Proportion	FFY'19 Proj. Proportion	SFY'20 Total NSIP	FFY'19 Cash [25%]	FFY'20 Cash [75%]
Elderbridge [PSA 1]	19.6454%	19.6454%	$ 317,644	$ 79,411	$ 238,233
Northeast Iowa [PSA 2]	16.5024%	16.5024%	266,826	66,706	200,120
Aging Resources [PSA 3]	24.0530%	24.0530%	388,909	97,226	291,683
Heritage [PSA 4]	14.0395%	14.0395%	227,004	56,751	170,253
Milestones [PSA 5]	15.6833%	15.6833%	253,582	63,396	190,186
Connections [PSA 6]	10.0763%	10.0763%	162,923	40,731	122,192
Total	100.0000%	100.0000%	$ 1,616,888	$ 404,221	$ 1,212,667

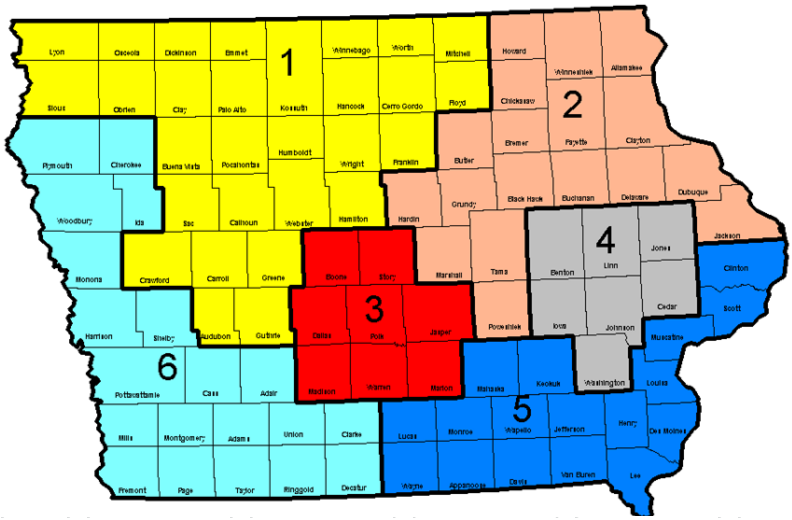
FY 2020 Planning & Service Area Allotments

11/15/2018

State Appropriations Funding

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]		$ 77,089	$ 5,782	$ 71,307
Northeast Iowa [PSA 2]		77,089	5,782	71,307
Aging Resources [PSA 3]		77,090	5,782	71,308
Heritage [PSA 4]		77,090	5,782	71,308
Milestones [PSA 5]		77,089	5,782	71,307
Connections [PSA 6]		77,090	5,782	71,308
	Total	$ 462,537	$ 34,692	$ 427,845

		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