



Achieving Excellence in Older Americans Act Administration

Christy Peterson | Job Title | Division (Calibri 18pt)

Welcome

Agenda

1. Refresher on 45 CFR 1321
2. Bringing the three Sections of the 2020 Area Plan into Focus
3. Grants and Contracts Administration

45 Code of Federal Regulations 1321

(hereafter “1321”)

Full name: 45 CFR Part 1321 - GRANTS TO STATE AND COMMUNITY
PROGRAMS ON AGING

What’s so special about 1321?

What's so special about 1321?

45 CFR 1321.1 Basis and Purpose of this part.

It sets the stage for the State's administration of Title III of the Older Americans Act (OAA)

45 CFR 1321.5 also:

- Notes that other regulations, such as 45 CFR part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS awards, apply (see full list)
- States the mission of the state agency (read MBA)
- Has “high level” (i.e. not detailed) of program administration including the area agencies on aging (AAAs)

Questions?

45 CFR Part 1321 - GRANTS TO STATE AND COMMUNITY PROGRAMS ON AGING

2020 Area Plan – Section A

Narrative

1. Narrative – overview
2. Senior LinkAge Line®
3. Demographics

2020 Area Plan – Section A Narrative

2020 is a renewal year

2020 Area Plan – Section A

Senior LinkAge Line[®] Updates

- Standards and Assurances
- Assurances for Disaster/Pandemic Planning
- Business Continuity Plan

2020 Area Plan – Section A

Narrative

Updated Demographics

2020 Area Plan – Section B

Appendices

MBA's goal is to strengthen our annual award with the AAAs up-to-date by adapting State of Minnesota and Office of Grants Management standards in administering Title III of the Older Americans Act

2020 Area Plan – Section B

Appendices

1. Many appendices will be the same
2. New appendices will be added as part of our use of State of Minnesota and Office of Grants Management directives

2020 Area Plan – Section B

Questions?

What's new and what's not new with Section C of the 2020 Area Plan - Budget

- Today's session on the budget will:
 - Go over the entire template
 - The allocation table

Section C of the 2020 Area Plan - Budget

- Basic structure of the Budget is unchanged
- But...Section 8 makes its debut

Section C-1 of the Budget

Section 1 – Summary Budget

1. You'll need Preliminary 2020 Allocation Table
2. Input: transfer of B into PD&C (cap of 25% of new B allocation)

Section C-2 of the Budget

Administrative Budget Summary

1. Personnel must match C-7 Staffing exhibit and Organization chart
2. Indirect cost rate must be approved before any Administrative funds can be released
3. Administrative funds require 25% match or AAA cannot “earn” federal funds

Administrative Budget Summary, cont.

4. Page 2 – detailed line items

5. Travel – instate and out-of-state travel must be separated and for all categories (meals, lodging, transportation) and must conform to state limits (<https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf>)

6. Purpose of travel, justification and destination must be included for out-of-state trips

Administrative Budget Summary, cont.

7. Detail match on C2-3. Match must be eligible: non-federal and related to Administration.
8. Match must be “made” in order to “earn” federal funds.

Questions?

Budget C3, pages 1-4

Direct Service through the Senior LinkAge Line®

1. Page 1: Direct Service Waiver – complete with purpose, source of funds and funding amount
2. Complete Waiver form found in Section B – Appendices.

Budget C3, pages 1-4 (cont.)

3. Page 2: Line item summary

4. Indirect costs are eligible expense; no reimbursement, however, without an approved indirect cost plan

5. Title III B and E funds require 15% and 25% match, respectively

Budget C3, pages 1-4, cont.

6. Page 3: detailed line items.
7. Travel is eligible; see detail and website on earlier slide.
8. Page 4: provide detail of match for federal funds

Budget C4 – Service Delivery Budget

Or, Tell Us What You’re Going to Do Briefly

Exhibit C-4, p.1:

Box A Supportive Services

1. Access Services – break it out
2. In-home Services – break it out again

Budget C4 – Service Delivery Budget, cont.

Exhibit C-4, p.1:

Box B Supportive Services – does your plan to spent meet standards?

B.3. Total Legal Assistance

B.3. Each area—Access Services, In-Home Services and Legal Assistance—must have a minimum 5% dedicated to each of these 3 areas and together must add up to at least 40% of the New 3B Obligational Authority

Budget C4 – Service Delivery Budget, cont.

Exhibit C-4, p.2:

Box C: more B...complete for each service and note you must fund some level of Legal Education. B is then summarized at the end of this box.

Budget C4 – Service Delivery Budget, cont.

Exhibit C-4, p.2:

Boxes D and E: Nutrition Services for C1, C2, State and NSIP

Box F: State Nutrition Support Service Funds Not Used for Meals
(option)

Box G: Information and Assistance Funding from MBA

Budget C4 – Service Delivery Budget, cont.

Exhibit C-4, p.3:

Box H: Preventive Health (D)—must be evidenced based health programs. Fill in areas being funded.

Box I: National Family Caregiver Support Program (E)—fill in areas being funded.

Questions?

Budget C5 – Computation of Direct Service Carryover

Pages 1-7 are for Title III funded service awards.

Complete with funding amounts of service awards for 2019 to deduct your obligations.

Update this section when contract amendments are made.

Update this section when you finalize projects—due April 1, 2020—by submitting Final Financial Reports.

Budget C6-1 – Request for Transfers Between Supportive Services and Nutrition Services

- This page is populated from C1-1 of the budget summary.
- You must complete a supporting Waiver/Justification found in Section B – Appendices.

Budget C6-2 – Agreement to Transfer Funds Between Area Agencies

Complete as needed

Budget C7 – Area Agency Staffing – All Programs

- This document needs to be congruent with your Area Plan Budget, EDP contract (if any) and organization chart
- New features have been added such as drop down boxes and new required information for some staffing positions

Budget C8, pages 1-4 – Carryover Plan

- Carryover plan now part of budget
- Populates automatically
- Since Final Financial Reports (FFRs) tie into Carryover, all AAAs will be required to update area plan budgets formally by April 1, 2020 which means a revised award will be sent out to each AAA

Questions?

2020 Process Changes

1. Point person is Christy Peterson
2. MBA mailbox created mba.areaplan@state.mn.us
3. Initial submissions, which are due October 4, are made to mailbox
4. You'll get an automated reply
5. MBA will use checklist to determine that your submission was complete

2020 Process Changes, cont.

6. Once your submission is complete, Christy will upload your area plan package to the New Extranet and you will receive an email confirmation
7. MBA staff reviews your Area Plan submissions
8. MBA staff comments, coordinated through Christy, will be dispersed November 13

2020 Process Changes, cont.

- 9. Diversity Committee meets November 6
- 10. Program Operations Committee meets December 5
- 11. MBA Board meets on December 6
- 12. Communications will be through mba.areaplan@state.mn.us

AAA Administration

AAA Grants and Contracts



Thank you!

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