



AUG 21 2014

PROGRAM INSTRUCTION

ACL-PI-14-06

TO: STATE AGENCIES ON AGING ADMINISTERING PLANS
UNDER TITLE III AND TITLE VII OF THE OLDER
AMERICANS ACT (OAA) OF 1965, AS AMENDED.

SUBJECT: Reallotment Procedure OAA Title III and Title VII Mandatory Grant Funds

**LEGAL AND
RELATED**

REFERENCES: Section 304(b) and Section 703(b) of the
Older Americans Act of 1965, As Amended

The purpose of this Program Instruction is to notify grantees of the procedures for reporting reallotment of OAA Title III and Title VII Grant Funds for Federal Fiscal Year 2014 and beyond. Grantees must report to the Administration for Community Living (ACL) by the second Friday in September for each Federal Fiscal Year funding. To comply with reallotment reporting requirements, please provide the following:

- 1) a statement, signed by the authorized official, that all current Federal Fiscal Year (FY) Title III and Title VII funds will be expended; or,
- 2) the amount, if any, of the current Federal FY Title III and/or Title VII funds that will not be used by September 30 that will be released for reallotment to other States; and,
- 3) the request for additional current Federal FY Title III and/or Title VII funds, if any become available via the Reallotment process, which could be obligated by September 30 of the following year and must be liquidated within two fiscal years of the original allotment. For example:
 - FY 2014 reallotted funds must be obligated by September 30, 2015 and liquidated by September 30, 2016;
 - FY 2015 reallotted funds must be obligated by September 30, 2016 and liquidated by September 30, 2017, and so forth.

Statement of Fully Used Funds

An authorized official shall submit a signed statement that all current Federal Fiscal Year (FY) Title III and Title VII funds will be expended.

Title III and Title VII funds are required to be obligated by September 30 of the Federal Fiscal Year in which funds are awarded. Funds may not be obligated after September 30 of the current Federal FY. Grant awards must be liquidated (expended) within two years after the year in which the funds were awarded (e.g., appropriated funds awarded in Federal Fiscal Year 2014 must be liquidated by

September 30, 2016). This provides a total of three fiscal years, including the year awarded, for liquidation of Federal funds for any given fiscal year.

Release of Unused Funds

Grantees not intending to use the full amount of their Title III or Title VII allotments must submit a statement signed by the authorized official releasing Title III and/or Title VII funds for reallocation. This statement must identify the amount and from which part of Title III (B - Supportive Services, C1 - Congregate Meals, C2 – Home Delivered Meals, D - Preventive Health, or E - Caregiver Support) or Title VII (Ombudsman or Elder Abuse Prevention) the funds are being released. If funds are released for reallocation, ACL will issue a revised grant award reflecting the respective decrease(s).

Request for Funds

If additional funds can be utilized, grantees should submit a brief statement justifying the need for additional funds signed by the appropriate official. The statement must identify the Parts of Title III and/or VII for which funds are being requested.

Reallocated funds are one-time awards and there is no assurance additional reallocated funds will be received in future years. Reallocated funds do not impact allocation of funds in future years.

DUE DATE: Second Friday in September of each year, for submission to Regional Administrators, Administration for Community Living

INQUIRIES: Inquiries should be addressed to Regional Administrators, Administration for Community Living



Edwin Walker
Deputy Assistant Secretary
Administration on Aging



Rimas Liogys
Director
Office of Grants Management