

**Welcome to the 2021-22 Annual Budget process.**

<b>State Fiscal Year</b>	7/1/2021	6/30/2022
<b>Prior 6 months:</b>	7/1/2020	12/31/2020
<b>Projected 6 months:</b>	1/1/2021	6/30/2021
<b>Remaining Fiscal Year</b>	FY 2021	
<b>Next Fiscal Year</b>	FY 2022	

Worksheets / tabs are linked below:

**(All sheets are protected, but may be unprotected by the agency. No password is required.)**

<p><a href="#">Units of Service</a></p>	<p>Rows for COVID-19 Services have been added (if needed). There is a corresponding column for each potential service on the budget spreadsheets.</p> <p>Columns have been added to accommodate funding flexibility provided by the major disaster declaration (e.g. paying for a III-B service with III-C(1) funds) that began in January, 2020. Manually enter service units in these columns.</p> <p><b>13. Health Promotion/Disease Prevention (Evidence-Based) and 14. Health Promotion/Disease Prevention (Non Evidence-Based) request a client estimate, not a service unit estimate.</b></p> <p><b>Service Units will automatically feed from the Units of Service tab into the subsequent III-B, -C1, -C2, -D, -E, and State Funds tabs. The exception is: 9. Nutrition Counseling and 11. Nutrition Education.</b> Service Units will need to be manually entered into the Units of Service worksheet, as well as the related funding spreadsheet (III-B, III-C1, and/or III-C2).</p>
<p><a href="#">10% Variance</a></p>	<p>If there is a service unit increase or decrease from one SFY to another SFY of 10% or more, an explanation is needed. <b>Each 10% variance explanation used to be located on the related Service Narrative Template. The explanations will now be listed together on the 10% variance worksheet.</b> The 10% variance worksheet will highlight yellow any changes that are ±10%. The Variance Reason column will automatically wrap the text and will expand to fit the explanation size.</p> <p><b>Press the F7 key to initiate the spell checker.</b></p>
<p><a href="#">Application-Signature</a></p>	<p><b>Select your agency from the drop down at the top of the page.</b> This action will auto-complete Grantee information such as name, address, city, zip, phone number, and executive officer. The Governing Board chairperson's name will also be automatically filled in. <b>This will also populate the agency's name on the last five tabs of this workbook. The chairperson's address, city, zip code, and phone will need to be manually entered.</b></p> <p>The Application for Funds program amounts will fill in from the supporting Composite and Program specific tabs (III-B, III-C1, III-C2, III-D, III-E, State Funds, and VII). <b>The Other Programs information has been removed. The SUA does not oversee outside funding sources.</b> This amount was always, and should be \$0.</p> <p>An Application-Signature page needs to be signed for the initial Plan/Update and Budget submission. <b>If the SUA requires adjustments to the Plan and/or budget before approval, the Application-Signature page does not need to be resubmitted until the Plan and Budget are approved.</b></p>
<p><a href="#">Fund Transfer</a></p>	<p>Complete if you will be transferring money between programs. Note any funds that need to be transferred between funding categories.</p>

<a href="#">Budget Template Instructions</a>	Provides more in-depth information about what funds are budgeted for which lines and services.
<a href="#">Composite</a>	This is automatically completed from the budget pages. <b>A calculated table has been added to confirm the agency is conforming to OAA section 307 (a)(2)</b> - The estimated budget table (aka "reservation table") provided to the Area Agencies on Aging, and developed by the State Unit on Aging, outlines specific minimum funding requirements as follows: <b>15% Access, 15% In-Home, and 2% Legal</b> . If the minimum requirements are not met, review the III-B worksheet.
III-B, -C(1), -C(2), -D, -E, State Funds, Other Programs, VII	<p>Complete columns for each service provided. The totals will link to the Composite, the Application-Signature, and the Plan Admin worksheets.</p> <ul style="list-style-type: none"> <li>• 17b. "CASA as Match" was renamed to "SUA Match on OAA funds." See the Budget Template Instructions tab for details and references to the Reservation Table.</li> <li>• 17d. MAC Return was created. Funds on this line are 1) estimated to be received by the agency as a result of participation in Medicaid Administrative Claiming and 2) used to support a Medicaid-related service.</li> <li>• 18b. Federal Carryover FY19 - FY21 - enter an estimate of funds from Federal FY19 - FY21 subawards that will be requested in State FY22. There is a separate line for funds from each year.</li> </ul>
<a href="#">III-B</a>	<ul style="list-style-type: none"> <li>• <b>Projected Units</b> will fill in when the Units of Service tab's service units are filled in, <b>except for 9. Nutrition Counseling (Column Y) and 11. Nutrition Education (Column Z)</b>.</li> <li>• 14. Health Promotion/Disease Prevention (Non Evidence-Based) <b>will fill in the estimated Unique Client Count from the Units of Service tab, not Service Units.</b></li> <li>• <b>State Plan Checks</b> have been added to <b>Rows 45:48</b> in the In-Home Services Sub Total (Column N), Access Services Sub Total (Column Y), and Legal Services Sub Total (Column AB). All boxes should be white. If a box is red, it does not meet the requirements of OAA section 307 (a)(2) - The estimated budget table (aka "reservation table") provided to the Area Agencies on Aging, and developed by the State Unit on Aging, <b>outlines specific minimum funding requirements as follows: 15% Access, 15% In-Home, and 2% Legal.</b></li> <li>• <b>Row 50</b> (CHECK: this should be -0-) confirms that the Row 41 (<b>19b. TOTAL SUA COST</b>) is calculated correctly. If the number is <b>red</b>, not enough funding was reported. If the number is <b>(red &amp; in parenthesis)</b>, too much was funding was reported.</li> <li>• <b>Row 51</b> should have <b>green</b> OKs. If there are service units, there needs to be a budget. Ombudsman Program, Area Plan Admin, and Sub-Totals/Totals do not have this requirement.</li> </ul>
<a href="#">III-C(1)</a>	<ul style="list-style-type: none"> <li>• <b>Projected Units</b> will fill in when the Units of Service tab's service units are filled in, <b>except for 9. Nutrition Counseling (Column D) and 11. Nutrition Education (Column E)</b>.</li> <li>• <b>Row 49</b> (CHECK: this should be -0-) confirms that the Row 41 (<b>19b. TOTAL SUA COST</b>) is calculated correctly. If the number is <b>red</b>, not enough funding was reported. If the number is <b>(red &amp; in parenthesis)</b>, too much was funding was reported.</li> <li>• <b>Row 50</b> should have <b>green</b> OKs. If there are service units, there needs to be a budget. Area Plan Admin, and Sub-Totals/Totals do not have this requirement.</li> <li>• <b>Row 51</b> will fill automatically fill in off of the Units of Service's estimated NSIP Congregate Meals.</li> <li>• <b>Row 52</b> will calculate the SUA Funding cost per unit.</li> </ul>

<a href="#">III-C(2)</a>	<ul style="list-style-type: none"> <li>• <b>Projected Units will fill in</b> when the Units of Service tab's service units are filled in, <b>except for 9. Nutrition Counseling (Column D) and 11. Nutrition Education (Column E).</b></li> <li>• <b>Row 50</b> (CHECK: this should be -0-) confirms that the Row 41 (<b>19b. TOTAL SUA COST</b>) is calculated correctly. If the number is <b>red</b>, not enough funding was reported. If the number is (<b>red &amp; in parenthesis</b>), too much was funding was reported.</li> <li>• <b>Row 41</b> should have <b>green</b> OKs. If there are service units, there needs to be a budget. Area Plan Admin, and Sub-Totals/Totals do not have this requirement.</li> <li>• <b>Row 52</b> will fill automatically fill in off of the Units of Service's estimated NSIP Home Delivered Meals.</li> <li>• <b>Row 53</b> will calculate the SUA Funding cost per unit.</li> </ul>
<a href="#">III-D</a>	<p>Complete columns for each service provided. The totals will link to the Composite, the Application-Signature, and the Plan Admin worksheets.</p> <ul style="list-style-type: none"> <li>• <b>13. Health Promotion/Disease Prevention (Evidence-Based) will fill in the estimated Unique Client Count from the Units of Service tab, not Service Units.</b></li> <li>• <b>Row 50</b> (CHECK: this should be -0-) confirms that the Row 41 (<b>19b. TOTAL SUA COST</b>) is calculated correctly. If the number is <b>red</b>, not enough funding was reported. If the number is (<b>red &amp; in parenthesis</b>), too much was funding was reported.</li> <li>• <b>Row 51</b> should have <b>green</b> OKs. If there are service units, there needs to be a budget. Totals do not have this requirement.</li> </ul>
<a href="#">III-E</a>	<ul style="list-style-type: none"> <li>• <b>Projected Units will fill in when the Units of Service tab's service units are filled in.</b></li> <li>• <b>Row 50</b> (CHECK: this should be -0-) confirms that the Row 41 (<b>19b. TOTAL SUA COST</b>) is calculated correctly. If the number is <b>red</b>, not enough funding was reported. If the number is (<b>red &amp; in parenthesis</b>), too much was funding was reported.</li> <li>• <b>Row 51</b> should have <b>green</b> OKs. If there are service units, there needs to be a budget. Area Plan Admin and Totals do not have this requirement.</li> <li>• <b>Row 43: 19. Amount of Federal Funds included in Line 18a. budgeted for services to older relative caregivers (55+ w/ grandchild or disabled adult) was re-numbered to 20.</b></li> </ul>
<a href="#">State Funds</a>	<ul style="list-style-type: none"> <li>• <b>Row 42 (21. CM Client Responsibility).</b> Clients above Federal Poverty Level shall contribute towards the 20. Care Management program as required by AAA policy. Client Responsibility can be calculated by taking the impacted Client Service Units x Client Rate % x CM Rate.</li> <li>• 21. CM Client Responsibility and 12a. Income Cont./Fees will be compared, and <b>the higher value will be used to determine the amount the SUA will reimburse.</b></li> <li>• Projected Units will fill in when the Units of Service tab's service units are filled in.</li> <li>• <b>Row 49: CM (19) Per Unit</b> was created. This reflects the amount per unit from 19. Care Management. The maximum value is: \$75.00. If the value is more than \$75.00, a message to "Adjust line 19" will appear.</li> <li>• <b>Row 50 (CHECK: this should be -0-)</b> confirms that the Row 36 (19b. TOTAL SUA COST) is calculated correctly. If the number is <b>red</b>, not enough funding was reported. If the number is (<b>red &amp; in parenthesis</b>), too much was funding was reported.</li> <li>• <b>Row 51 should have green OKs.</b> If there are service units, there needs to be a budget. Ombudsman Program, Area Plan Admin, and Sub-Totals/Totals do not have this requirement.</li> <li>• <b>Row 40</b> reflect the maximum amount of 19. Care Management funds that can be requested.</li> </ul>
<a href="#">Other Programs</a>	<ul style="list-style-type: none"> <li>• Agency services that aren't funded by the SUA should be listed here.</li> <li>• No Funding (Rows 29 – 35) should be filled in.</li> <li>• Projected units are not needed.</li> </ul>
<a href="#">VII</a>	<ul style="list-style-type: none"> <li>• Use the Title VII worksheet for Ombudsman (not III-B funded) or Elder Abuse Prevention.</li> <li>• Projected units are not needed.</li> </ul>
<a href="#">Senior Volunteer</a>	<p>Complete if applying for the FY 2022 Senior Volunteer Program grant. Some fields are populated when the agency is selected on the Application-Signature tab.</p>

<a href="#">Plan Admin</a>	When the agency is selected on the Application-Signature tab, it will populate here. The dollars will link from other spreadsheets.
<a href="#">Cost Itemization</a>	Complete itemized information for Equipment and/or Capital Expenditures greater than or equal to \$5,000. When the agency is selected on the Application-Signature tab, it will populate here.
<a href="#">Budget Justification</a>	Describe the Matching and Non-Matching revenue sources for each program. When the agency is selected on the Application-Signature tab, it will populate here.
<a href="#">Contractor Subaward Details</a>	<ul style="list-style-type: none"> <li>• <b>Provider Name:</b> Enter the agency/organization that provide services.</li> <li>• <b>Service Provided:</b> Select the Service from the drop down menu. Once a service has been selected once, auto-complete is available for future entries. "COVID-19 Services" has been added as a selection.</li> <li>• <b>Relationship:</b> Select Subaward, Contractor, or MOU.</li> <li>• <b>Total Provider Cost:</b> Enter the amount the provider receives.</li> <li>• <b>Receives OAA Funds:</b> Enter Yes or No.</li> </ul> <p>When the agency is selected on the Application-Signature tab, it will populate here.</p>

Taxonomy #	Service Name	Change (%)	Variance Reason yellow indicates a variance explanation is required for that service(here) & a new service template is needed (word document).
<b>Federal Aging Services</b>			
1	Personal Care	3.95%	
2	Homemaker	7.91%	
3	Chore	0.00%	
4	Home Delivered Meals	2.12%	
	<i>NSIP Eligible Home Delivered Meals</i>	2.24%	
5	Adult Day Care/Health	0.00%	
6	Case Management - IIIB	0.00%	
7	Assisted Transportation	0.00%	
8	Congregate Meals	398.08%	The increase reflects the goal to no longer provide to-go meals and to have senior centers reopened by July 1st.
	<i>NSIP Eligible Congregate Meals</i>	415.67%	The increase reflects the goal to no longer provide to-go meals and to have senior centers reopened by July 1st.
9	Nutrition Counseling	0.00%	
10	Transportation	#VALUE!	
11	Nutrition Education	0.00%	
12	Information & Assistance	9.90%	
13	Health Promotion/Disease Prevention (Evidence-Based)	83.57%	The increase reflects the goal to have senior centers reopened by July 1st and to resume programs.
14	Health Promotion/Disease Prevention (Non Evidence-Based)	103.39%	The increase reflects the goal to have senior centers reopened by July 1st and to resume programs.
15	Reserved		
16	Legal Assistance	10.00%	Due to COVID, very few events were conducted and an increase in events is anticipated the for FY22.
17	Reserved		
18	Reserved		
19	Reserved		
<b>State Aging Services</b>			
20	Care Management	19.56%	The increase in Care Management units is driven in part by the fiscal needs of ongoing operational costs including supervisory and administrative components of the program which are included in the final budget amount but do not directly generate units of services.
21	Telephoning & Visiting	0.00%	
22	Senior Center Hours	24.43%	The increase reflects the goal to have senior centers reopened by July 1st.
23	Material Distribution	2.37%	
24	Social Activities	568.23%	The increase reflects the goal to have senior centers reopened by July 1st.
25	Counseling	0.00%	
26	Respite	0.00%	
27	Outreach	0.00%	
28	Information Services	-99.87%	The units of services are were previously being recorded incorrectly. Email rec'd from Ben S. on 3/25/21
29	Legal Outreach	20.00%	An increase in events is anticipated during the next fiscal year as very few events were conducted during the past year due to COVID.
<b>Caregiver Services</b>			
30	Caregiver Counseling	0.00%	
31	Caregiver Training	0.00%	
32	Caregiver Respite	15.53%	The increase in Caregiver Respite units is a result of a higher number of clients anticipated to participate in the program as the COVID pandemic begins to improve.
33	Caregiver Supplemental Services	3.55%	
34	Caregiver Assistance: Case Management	16.67%	The increase in Caregiver Assistance Care Management units is a result of a higher number of clients anticipated to participate in the program as the COVID pandemic begins to improve.

Taxonomy #	Service Name	Change (%)	<b>Variance Reason</b> <small>yellow indicates a variance explanation is required for that service(here) &amp; a new service template is needed (word document).</small>
35	Caregiver Support Groups	0.00%	
36	Caregiver Assistance: Information & Assistance	0.00%	
37	Caregiver Outreach	0.00%	
38	Caregiver Information Services	0.00%	
39	Reserved		
<b>ADRC Direct Services</b>			
40	Information & Referral	0.98%	
41	Options Counseling	8.33%	
42	Transitional Options Counseling	0.00%	
43	Benefits Assistance	0.00%	
44	Mobility Training	0.00%	