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TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: Area Agencies on Aging **NOTICE #:** 071403-1-I-CFM

FROM: Susan M. Tucker
Deputy Secretary

DATE: July 14, 2003

SUBJECT: Notice of Instruction: FFY 2003 Older Americans Act Transfer of Funds Between Titles

In preparation for submitting the statewide transfer of funds between FFY 2003 Older Americans Act Titles, we are requesting that your Area Agency on Aging complete and return the attached Transfer Between Titles Worksheet. Our report of total funds transferred is tentatively due at the Administration on Aging in Atlanta by September 25, 2003. Your completed response to the attached worksheets should be submitted to the **Division of Fiscal Management and Contracts no later than August 15, 2003**, to allow sufficient time for statewide compiling and review of this data.

The following percentages represent the federal allowable transfer limits: 40% may be transferred between Titles III-C1 and III-C2; and, 30% may be transferred between Titles III-C and III-B. Transfers may be approved in excess of these limits subject to statewide review and federal approval, if applicable. Transfers can also be made from administration to Title III-B (.35137380) or Title III-C1 (.33728062) or Title III-C2 (.17776549). Transfers are not allowable into or out of other titles.

The attached worksheet displays your OAA FFY 2003 original allocation. Your actual current contracts may contain other funds, i.e., carry forward and General Revenue, that have not been displayed. Please note that **no completed or pending contract amendments are included in these figures. These and any other anticipated actions to federal funds should be added into your calculations on this worksheet for a correct transfer amount, (column d), between the FFY 2003 allocation, (column a), and final FFY funds as of 9/30/03, (column e), to be shown.**

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The worksheet file includes preset formulas to calculate various subtotals and totals for your convenience. If you have any questions about this worksheet, contact Marcene Walsh in the Division of Administrative Services, Revenue Management Unit at (850) 414-2037 or SC/994-2037.

In allocating these transfers, remember to include any III-B set aside amounts for automation costs. Please coordinate with your contract manager in order to ensure implementing the proposed transfers. **Total contract amendments to accomplish these transfers must exactly match the total of the transfers as shown on this worksheet. Any such contract amendments must be executed on or before September 30, 2003.**

When all Area Agency responses are received in our office, they will be combined and reviewed at the statewide level. **All title transfer requests are subject to the review and approval on the basis of this combined information. Individual Area Agency requests exceeding the federal allowable transfer limits should include an explanation.** You will be notified when this review is completed and the transfers are approved.

Your cooperation in completing and **returning this information by August 15, 2003**, is greatly appreciated.

Attachment

cc: AAA Fiscal Officers
Sybil Palmer
DOEA Contract Managers