

AAA4 BULLETIN

TO: AAA4 Funded Partners	NO: A4B2017-10
SUBJECT: One-Time-Only (OTO) Distribution Method & OTO Funding Awards for SFY17-18	DATE ISSUED: December 21, 2017
REFERENCES:	SUPERSEDES:
PROGRAMS AFFECTED: <input checked="" type="checkbox"/> ALL <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III C-1 <input type="checkbox"/> Title III C-2 <input type="checkbox"/> Elder Abuse Prevention VIIb <input type="checkbox"/> Title III-E <input type="checkbox"/> HICAP <input type="checkbox"/> Title III-D <input type="checkbox"/> Ombudsman VIIa <input checked="" type="checkbox"/> OTO <input type="checkbox"/> Other	
PURPOSE OF BULLETIN: <input type="checkbox"/> Amend Policy or Procedure <input type="checkbox"/> Clarification <input checked="" type="checkbox"/> Other: OTO Award Distributions	
FOR INQUIRIES CONTACT: Carrie Wagner, Staff Accountant/Auditor * 916-486-1876 * cwagner@agencyonaging4.org	

1. On November 10, 2017, the AAA4 Governing Board approved a distribution method of One-Time-Only (OTO) funds to AAA4 Funded Partners. OTO funds are allocated proportionally within Title (i.e., Titles III-B, III-C, III-D and III-E) conditional upon all of the following:
 - a) The Program is in Good Standing with AAA4 at the time OTO allocations are being calculated
 - b) The Funded Partner has contracted with AAA4 for the same Program for one full year in both the prior and the current fiscal year.
2. Funded Partners whose Programs will be ending on or prior to the end of the fiscal year may use OTO funding only for essential consumable supplies and services.
3. **All OTO funding awarded must be expended by June 30, 2018.** OTO recipients who are unable to spend their OTO funding by June 30, 2018 should contact their Regional Services Specialist or Program Manager as soon as possible.
4. Contract Award Details pages and the associated Standard Agreements for eligible Funded Partners are included as part of this communication.

Please follow the guidelines below with respect to 2017-2018 OTO funding and budget revisions:

OTO Budget Submission:

1. Federal OTO award recipients must submit a separate budget template for the Federal OTO funding by January 31, 2018.
2. NSIP OTO award recipients shall incorporate the additional NSIP OTO funding into their Baseline budget. It is not necessary to submit a budget revision for purposes of adding NSIP only. Be sure to change the MFR budget to reflect the additional funding.
3. NSIP OTO funding may be used only to purchase food.
4. Please submit completed OTO budgets, along with the completed Standard Agreement to fiscal@agencyonaging4.org.
5. OTO funds will be released only after the budget has been approved and the Standard Agreement fully executed.
6. OTO reimbursements must be submitted on the OTO MFR

Budget Revisions:

1. Funded Partners who wish to transfer money between line items must submit a revised Baseline budget. Line item transfers DO NOT affect the total award amount. However, NSIP OTO award recipients must include the additional funding in the event a budget revision is submitted. Explanations for line-item transfers should be included on the “Explanations” tab in the Budget Template.
2. All budget revisions are due no later than March 31, 2018. Funded Partners who fail to meet the deadline risk losing funding if expenditures billed fail to meet Federal and Contract guidelines.
3. Requests to purchase equipment MUST be included in your final budget in order to be reimbursed.
4. All Budget and MFR templates may be downloaded from the following link:
<http://agencyonaging4.org/provider-forms/>