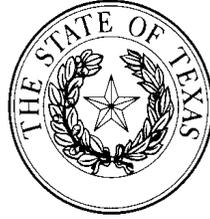


Fiscal Year 2014



Texas Department of Aging and Disability Services (DADS) Access and Intake (A&I) Area Agencies on Aging (AAA)

Instructions for AP Budget Preparation

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DADS A&I/AAA

Instructions for Preparing a AAA Budget

A. Introduction, Types of Budgets and Required Documents

Budgets prepared by Area Agencies on Aging (AAA) for DADS A&I/AAA reflect an ongoing process throughout the fiscal year. The budget types are identified below.

- Area Plan Planning Budget (AP)
- Working Budget and Amendments
 - Categorical Transfer amendment
 - Closeout amendment

All budgets prepared by AAAs and submitted to DADS A&I/AAA must reflect an organized and efficient system of administration through accuracy, timeliness and adherence to these instructions. Budgets must reflect compliance with state and federal laws related to fiscal and program management.

At least 30 days prior to a budget's due date, AAAs will be notified of all requirements concerning the budgets, including the due date.

AAAs will receive electronic notification that budgets, instructions, and all related documentation are posted in a budget specific location on the DADS Secure FTP site for downloading.

Additional documents that may be required:

- Request for Service Waiver: Adequate Proportion (due prior to 10/1/13), Direct service provision, or Categorical Transfers over the OAA allowed percentages, as applicable and in compliance with DADS A&I/AAA rules and regulations related to waivers.
- Program specific narratives templates: Evidence Based-Intervention and Data Management as applicable and in compliance with DADS A&I/AAA policies related to service narratives.
- Request(s) to purchase capital equipment/controlled assets template, as applicable.
- Area plan strategy or scope amendments, as applicable.

****NEW** PLEASE NOTE:**

New to FY14, The Planning Figures Section in cells S9 – V70, are not linked to the estimated planning figures as in years past. This section is unlocked to allow data entry of all Planning Figure estimations. AAAs are instructed to prepare a total program budget representing a true financial forecast within reasonable projections of carry over, continuation and other current fund sources.

The annual **AP Planning Budget** will be based on the projections of level funding identified in the 2014 Planning Budget - Estimated Funding Memorandum in addition to other budgeted funds. DADS A&I/AAA distributes a memo notifying each AAA of the upcoming year's projected Older Americans Act (OAA) funding for Title III, Title VII, Nutrition Services Incentive Program (NSIP) and State General Revenue (SGR).

1. Categorical transfers will be allowed in the AP Planning Budget calculations. The maximum allowable thresholds may not be exceeded from the projected C1, C2, and B funds.
2. New Service “Special Initiative” is added to the Budget Workbook and reporting documents. This service may be provided directly or subcontracted. The appropriate funding source for these services is SUA Title III-B SI.
3. Completion of required service template has been included for Evidence Based Intervention and Data Management services.
4. The new fund source of SGR ALF has been added for Ombudsman in the AP Planning Budget. Specific instruction related the SGR ALF funds will be provided by State Long-term Care Ombudsman Program.
5. The fund sources of CMS-MIPPA Priority 1 and ACA-MIPPA Priority 2 have been added as an allowable source for the services of Legal Assistance 60 years of age and over, Legal Assistance Under 60, Legal Awareness, and Information Referral and Assistance.

Due Date: **The AP Planning Budget is due by 8:00 a.m. Thursday, October 24, 2013.**

B. Submitting Budgets

The budget worksheets are designed to link with other worksheets within DADS A&I/AAA systems which generate information used for reporting. **The budget worksheets must not be altered, renamed, hidden, or changed in the order of the originally published version.**

Altered workbooks cannot be accepted as they may potentially delay the processing of budgets in the A&I system. Contact DADS A&I/AAA **Help Desk** at AAA.Help@dads.state.tx.us with any questions regarding the budget worksheets.

All budgets and required documents are to be submitted to the **Reports Desk** at AAA.reports@dads.state.tx.us no later than 8:00a.m., Thursday, October 24, 2013. Formal submissions are to be sent ONLY to the AAA Reports Desk, and not to DADS staff.

The **subject line** of the email must follow the correct budget subject line nomenclature. The Subject Line Nomenclature matrix is available on the DADS A&I/AAA website at [Area Agencies on Aging Communications \(DADS\)](#).

C. Requesting Extensions

Requests for extension must comply with 40 TAC §85.201(d). Approved extensions are counted toward the maximum extensions per report, per federal fiscal year. Requests for extension must be submitted to DADS A&I/AAA **Help Desk** at AAA.Help@dads.state.tx.us *prior* to the budget’s original due date and time.

D. Requesting Help

For questions or assistance in completing a budget, the AAA must contact the DADS A&I/AAA **Help Desk** at AAA.Help@dads.state.tx.us.

E. Supporting Documentation to Prepare Budgets

Required supporting documents are included in the budget packet on the DADS Secure FTP site. They are also available on the DADS A&I/AAA website if needed. The documents included in the budget packet are:

- Services & Allowable Funding Sources - details what funding sources may be budgeted in support of the service provision.
- Ombudsman Maintenance of Effort (MOE) Schedule - details the minimum required amount to be budgeted for the AAA's Ombudsman Program based on the Older Americans Act (OAA) requirements.
- Service Definitions - defines the allowable services, their respective unit of service, funding sources, client documents required, and waiver requirements. Each service definition also includes allowable activities specific to the service, limitations to service provision, and further details supporting unduplicated counts and unit of service requirements.
- Capital Equipment/Controlled Asset (CE/CA) Template - tracks all purchases requested and approved/denied throughout the fiscal year. The on-going process enables all requested/approved/denied purchases to be identified in one document.
- Evidence Based Intervention Template – provides planned service detail of each EBI programs.
- Data Management Template – provides the projected expenditures and staffing detail itemized by AAA staff.
- Request for Service Waiver - this waiver template is to be used when requesting a waiver for direct service provision, adequate proportion, or categorical transfers over the OAA allowed percentages.

These documents are to be used as a guide and assist the AAAs in preparing a complete and accurate Planning Budget.

F. Completing the Budget Worksheets

The budget workbook contains 55 worksheets. The AAA Information, Administration and Data Management have individual service worksheets. The services are grouped by DADS A&I/AAA state strategies, Access & Assistance Services, Nutrition Services, and Services to Assist Independent Living; additional worksheets include the Total Page, Fiscal and Service Performance, Fixed Rates, and EB-I Programs.

1. Agency Information

The agency name and number have been populated in the AP Planning workbooks.

- Prior Year Continuation Awards – Amounts include Centers for Medicare and Medicaid Services (CMS) and other mid-year awarded grants. Basic funds and certain other awards generally do not follow the same grant period as OAA funding. Therefore, this section accommodates grants awarded under other funding cycles. AAAs are encouraged to project the amount of prior fiscal year continuation awards for use in the AP Budget. The actual amount for any Prior Year Continuation Award is identified in closeout documentation and available for use in the Working Budget when the annual closeout process is complete.
- Total DADS Funding Sources – Row 71 calculates the total of all DADS A&I/AAA funds used to support the expenditures/costs budgeted to the service/strategy.

c. Other Funding Sources

- Program Income - The amount of projected program income to be earned and expended through the provision of service, as applicable.
 - *Program Income is not an allowable revenue source for AAA Administration.*
 - *Program Income is not an allowable resource for match.*
- Local Cash Match – Funding Sources requiring a 10% match - Amount of projected local cash used *as match* for services paid for with funds from funding sources requiring a 10% match. Example: Title III-B, C-1, C-2, and D services.
- Local Cash Match – Funding Sources requiring a 25% match - Amount of projected local cash used *as match* for services paid for with funds from funding sources requiring a 25% match. Example: Title III-E Services.
- Local Non-Cash/In-Kind – Funding Sources requiring a 10% match - Amount AAAs project to generate as Local Non-Cash/In-Kind. Local Non-Cash/In-Kind must comply with Internal Revenue Service (IRS) and Uniform Grant Management Standards (UGMS) rules and regulations. This information will be used (in addition to the cash match) to calculate the match for services paid for with these funds.
- Local Non-Cash/In-Kind – Funding Sources requiring a 25% match - Amount AAAs project to generate as Local Non-Cash/In-Kind. Local Non-Cash/In-Kind must comply with IRS and UGMS rules and regulations. This information will be used (in addition to the cash match) to calculate the match for services paid for with these funds.

NOTE: Budget in-kind where appropriate and when it is part of the service provision. Examples of in-kind include the value of volunteer ombudsmen, volunteer benefits counselors, pro-bono legal services, RSVP volunteers, meal services volunteers, donated space and utilities.

- Other Federal - The amount of other federal cash used to *support* the expenditures/costs budgeted of services.
- Total Other Funding Sources (cash only) - Total of all other funds used to support the expenditures/costs budgeted to this service. This is a calculated cell.

d. Total Other Funding Sources - Row 80

This is a calculated cell that totals all other funding sources (cash only) used to support the expenditures/costs budgeted to a service. Federal funds cannot be used to match programs funded with federal funds. CDBG funds may be used as match under certain instances. When allowable as match, CDBG funds are included in Local Cash Match.

e. Total All Funding Sources - Row 81

This is a calculated cell to sum “Total DADS Funding Sources” and “Total Other Funding Sources”.

f. Capital Equipment—Long-Term Assets / Controlled Assets

Capital Equipment—Long Term Assets: Personal property includes all tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per UGMS.

Refer to AAA-PI 200 for all details on capital equipment and controlled assets as required by the Health and Human Services Commission’s (HHSC) Contract Council and other federal, state and Department rules and regulations. AAA-PI 200 is available on DADS A&I/AAA website at <http://www.dads.state.tx.us/providers/AAA/communications/index.html>.

The DADS A&I/AAA Capital Equipment/Controlled Asset (CE/CA) Request to Purchase Template must be submitted to DADS **Reports Mailbox** at AAA.Reports@dads.state.tx.us for pre-approval. The template is available on DADS A&I/AAA website at <http://www.dads.state.tx.us/providers/AAA/Forms/index.html> and is included in the budget packet provided to the AAAs. The request to purchase capital equipment/controlled asset template must reconcile with the capital equipment/controlled assets entered in the budget by service and in total.

Controlled Assets consist of those items and acquisition cost indicated in the following chart:

Note: Controlled Assets are subject to review and may be modified based upon changes in Comptroller of Public Accounts guidance.

Controlled Assets

Item	Acquisition Cost
Firearms	Any
Copiers	More than \$500 & Less than \$4,999
Medical and Laboratory Equipment	
Emergency Management Equipment	
Media Equipment (such as but not limited to video recorders, cameras, CD players, TVs, VCRs, camcorders, DVD players)	
Desktop and Laptop Computers	
Printer (not portable)	
Communication Devices and Systems (such as but not limited to FAX machines, cellular/mobile telephones, hand-held radios, Blackberry devices, pagers, telecopiers)	

The screenshot shows a budget worksheet for 'DADS A&I/AAA' with the following structure:

DADS A&I/AAA				
Service: Data Management				
Contract Year 2013				
AAA -				
Area Plan Local Strategy:		Data Management Services		
		No		
DADS Funding Sources		Area Plan Budget	Working Budget	Variance
Current Fiscal Year Expenditures:				Variance %
9	Title III-B			
10	Title III-C1			
11	Title III-C2			
12	Title III-D Evidence Based - Intervention			
13	Title III-E			
14	Title VII-EAP			
15	Title VII-DAG			
16	CMS Basic 4-01-13 to 3-31-14			
17	NSIP			
18	State General Revenue Title III-E Match			
19	State General Revenue - Other			
20	Title III-E General			

The drop down box at the top of the budget worksheet lists the possible methods of procurement for services.

This screenshot shows the same budget worksheet as above, but with the dropdown menu for 'Data Management Services' expanded. The options listed are:

- Var - Direct Service
- Var - Direct Service & Contract
- Var - Direct Service & Vendor
- Var - Contract
- Var - Vendor
- Var - Contract & Vendor

A service methodology must be identified for each service budgeted. The Service Definitions, provided as supporting documentation for budget development, include allowable service delivery methodologies for each service.

NOTE: Review 2014 Service Definitions and Services & Allowable Funding Sources documentation before budgeting program services.

3. Strategy Sub Total Worksheets

A subtotal worksheet has been included for each DADS A&I/AAA state strategies, Access & Assistance Services, Nutrition Services, and Services to Assist Independent Living. These subtotal worksheets are for informational purposes when budgeting by strategy for the AAAs.

H. “TOTAL PAGE” Worksheet

All preceding service worksheets are linked to the “Total Page” worksheet. The Total Page worksheet is divided into 4 sections, Planning Budget, Working Budget, Planning Figures, and Compliance and Reconciliation Check Lists.

1. Budget Requirements

With the ability to budget by individual service OAA, Title III requirements are now identified through “Met or Not Met.” They are calculation on the Total Page tab under “Compliance & Reconciliation Check Lists in cells AE51 through AH60,

	AE	AF	AG	AH	AI
Compliance & Reconciliation Check-Lists					
Planning Budget in Balance w/ Planning Figures?					
NFA & Budget Not in Balance					
SGR Classified		NFA	Budget	Budget =	
SGR - Other		144,583	-		
<i>Is all classified SGR Budgeted?</i>					No
Ombudsman MOE		REQUIRED MOE	BUDGET	MOE MET?	
Ombudsman Budget		87,961	-		No
GOECSC 10% Limit Requirement		10% Limit	% Budgeted	% Met?	
		22,848	-		Yes
Adequate Proportion		Amount Required	Amount Budgeted	Adequate Proportion Met?	
In-Home - 10%		58,263	0		No
Legal - 2%		13,809	0		No
Access - 25%		86,036	0		No

a. State General Revenue (SGR) Classification

Other areas which require review include if all SGR awarded was classified/budgeted and if the AAA budgeted SGR for AAA Administration. [If the AAA budgets SGR towards AAA Administration the limit is \$15,000 and all federal funds must be budgeted before SGR can be applied.]

b. Ombudsman Maintenance of Effort (MOE)

Each AAA must meet its established Ombudsman MOE. The amount for each AAA will be provided in the budget packet on the DADS Secure FTP site or upon request through e-mail. Please note that MOE consists of DADS A&I/AAA funding, both federal and SGR. This is an OAA Area Plan requirement and is included in the AAA’s approved Area Plan.

OAA Section 306 Area Plan Assurances (a), “...each such plan shall –

(9) provide assurances that the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2000 in carrying out such a program under this title;”

c. Grandparent and Older Elderly Caregivers Serving Children (GOECSC) AE54 – AH55

The funding category, Grandparents and Other Elderly Caregivers Serving Children (GOECSC), continues to be available. This category supports the Administration on Aging (AoA) reporting

requirement for FY14 and all subsequent fiscal years. GOECSC must be budgeted, tracked and reported for all funds planned and expended for caregiver services supporting grandparents and other relative caregivers who are 55 years of age and older caring for children 18 years of age or younger.

- AAA may not expend more than 10% of its Title III-E funds for GOECSC services, and GOECSC expenditures require 25% match.
- AAAs are instructed to show transfer of funds from Title III-E to GOECSC in column “X” on the Total Page worksheet.
- AAAs will use the GOECSC funding source on the QPR and RfR/RfAJ documents for performance reporting and draw activities.

d. Adequate Proportion

Each AAA must budget and expend funds to meet adequate proportion requirements in accordance with the OAA. Each AAA must budget a required percentage of Title III-B funds (current year funds) awarded. Categories and percentages are identified below. If an AAA is not able to meet the identified levels it must submit a waiver request, using the General Waiver template included in the AP budget packet. If a waiver is requested for multiple categories a General Waiver template must be submitted for each service for which it will not meet Adequate Proportion requirements.

In accordance with 40 TAC 85.202, AAA Fiscal Responsibilities, the waiver must demonstrate needs are being met either with other funds and/or another community service organization. If granted, the adequate proportion level will be adjusted for the current year.

NOTE: *All waivers for adequate proportion are due by September 30 for the ensuing fiscal year. Requests for adequate proportion waivers will not be accepted after this date, including at close-out.*

In-Home Services	10%
Adult Day Care Chore Maintenance Emergency Response Homemaker Homemaker - Voucher Personal Assistance Residential Repair Telephone Reassurance Visiting	
Legal Services Legal Awareness Legal Assistance 60 & Over	2%
Access Services Care Coordination Information, Referral & Assistance Transportation D/R	25%

OAA Section 306 Area Plan Assurances (a), “...each such plan shall –

(2) provide assurances that an adequate proportion, as required under section 307(a) (2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services—

(A) services associated with access to services (transportation, health services (including mental health services) outreach, information and assistance, (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible) and case management services);

(B) in-home services, including supportive services for families of older individuals who are victims of Alzheimer’s disease and related disorders with neurological and organic brain dysfunction; and

(C) legal assistance; and assurances that the area agency on aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded;”

2. Planning Figures

The annual AP Planning Budget is based on the level of funding identified in the 2014 Planning Budget - Estimated Funding Memorandum. DADS A&I/AAA distributes a memo notifying each AAA of the upcoming year’s projected Older Americans Act (OAA) funding for Title III, Title VII, Nutrition Services Incentive Program (NSIP) and State General Revenue (SGR).

It is recommended AAAs use the estimated funding provided by DADS A&I/AAA. AAAs may project current, carryover and continuation funds as applicable. The AP Planning Budget is intended to be used as a planning tool, and is to be supported by the AAA’s approved Area Plan. The AP Planning Budget, once approved by DADS A&I/AAA, is “protected” and remains unchanged for the remainder of the contract year.

a. Categorical Transfers

Categorical transfers are calculated based on the Working Budget compared to the Notice of Funds Award (NFA) entered by DADS A&I/AAA. The amounts transferred must equal zero (“0”), which is calculated in a compliance check. Funds transferred are verified to ensure they do not exceed the maximum allowed limits. If the transferred amounts are greater than the maximum allowed limits, the percentage over the limit is calculated and appears in cells AE21 through AH27. Allowable transfer activity will populate a result of “OK”.

AAAs are allowed to transfer funds between Title III-B, C-1 and C-2. The allowable transfer percentages are as follows:

<u>Funding Source</u>	<u>Allowable</u>
III-B to/from III-C1 or C-2	30%
III-C1 to III-C2	40%
III-C2 to III-C1	40%

If transfers exceed the percentage allowed, AAAs must submit a waiver request annually. The request will be evaluated in accordance with the AAA’s approved Area Plan and in relation to the state total percentage of transfer. The General Waiver template is included in the budget packets placed on the DADS Secure FTP site. **Categorical transfers beyond the maximum percentages are not applicable to the AP Budget.**

NOTE: Categorical transfers are also allowed on the RFR/RFAJ documents prior to the Working Budget and are approved through the payment process. Transfers are *limited* to the maximum percentages and are *based* on the NFA amounts actually allocated at the time funds are requested.

OAA Section 308, Planning, Coordination, Evaluation, and Administration of State Plans –

4(A) “...the State may elect in its plan under section 307(a)(13) regarding part C of this title, to transfer not more than 40 percent of the funds so received between subpart 1 and subpart 2 of part C, for use as the State considers appropriate to meet the needs of the area served....”

5(A) “...the State may elect to transfer not more than 30 percent for any fiscal year between programs under part B and part C, for use as the State considers appropriate.”

b. Variance (Calculates only on Budget Type “2,” the Wkg Budget)

The variance and percentage of variance from the Planning Budget and Working Budget are calculated on the total worksheet in columns “P” and “Q”. **This variance calculation is not applicable to the AP Planning Budget.**

Planning Budget							Working Budget Budget								
Allocation	Refs	Allocation	Refs	Allocation	Refs	Total	Allocation	Refs	Allocation	Refs	Allocation	Refs	Total	Variance	Variance %

c. Match: Overall match requirements will be reviewed for compliance.

- Title III-B Supportive Services, Title III-C Nutrition Services and Title III-D Evidence Based Intervention Services, are matched at 10%.
- Title III-E Services are matched at 25%. Unrestricted SGR can be used to meet the match requirement for Title III-E, up to 25%.
- Title III-E for GOECSC expenditures require 25% match.
- The Administration on Aging has confirmed the use of Community Development Block Grant (CDBG) funds as match for Title III services under the Older Americans Act (OAA), under certain conditions.

NOTE: The document entitled, *CERTIFICATION FOR USE OF CDBG FUNDS AS NON-FEDERAL MATCH FOR OAA SERVICES* must be submitted with closeout if CDBG funds are used to support the local match requirements.

The budgeted match is summarized and listed on the Total Page worksheet in the Match *Applied* section (A89 through G93). As a compliance check, based on the funds budgeted by the AAA, the amount of match required is calculated and listed on the total worksheet in the Match *Required* section (A96 through G99). The budgeted match applied must equal or exceed the minimum match requirement.

NOTE: This applies to both the Planning and Working Budgets

d. Compliance & Reconciliation Check-List

Some of the items in this section are applicable to the AP Planning Budget and others are not applicable until the Working Budget Amendment is completed. The items in this section are items which either verify compliance with the budget process or with the OAA requirements. Items include:

- AP/Working Budget in Balance w/ NFA Amounts - if there is variance between the budgeted revenue sources and the respective Planning Figures/NFA, meaning the Planning Figures/NFA is not fully budgeted or over budgeted, the message below will display, "NFA & Budget Not in Balance." However, when the AAA correctly completes the budget, the cell will display the word "Balanced."
- AP/Working Budget – NFA Categorical Transfers Verification - this item has been discussed above in Section H. (3) (b)"Categorical Transfers."
- Working Budget – Admin. \$\$\$ Transferred to Services - this is verification of any AAA Administration dollars which were transferred to Services in the AAA's budget.
- AAA Admin. Exceeds NFA - this is verification of any AAA Administration funds which may have been over-budgeted. It does not include carryover at this time.
- SGR Classified - this item has been discussed above in Section G (3) (c).
- Ombudsman MOE - this item has been discussed above in Section G (3) (a).
- GOECSC 10% Limit - the OAA Caregiver requirements for supplemental services for grandparents and other elderly caregivers serving children is limited to 10% of the AAA's Title III-E current award. This calculates the percentage and checks to identify if the amount budgeted meets the requirement.
- Adequate Proportion - this item has been discussed above in Section H (d).

I. "Fixed Rate" Worksheet

The Fixed Rate Worksheet continues to replace the listing of fixed rates in the individual service budget worksheets.

- If a fixed rate service is budgeted the AAA must enter the unit rates of all subcontracts and/or vendor agreements in force for FY14. The worksheet below is an example. The one in the budget template is blank until the AAA enters budget data.
- If a fixed rate is entered and the service is not budgeted under the strategy budget, an error message will appear saying, "Service Not Budgeted."
- If a service is not budgeted and a fixed rate is not entered no error message(s) will appear.
- If a service is budgeted and the fixed rate is not entered an error message will appear saying, "Rates Not Entered."

Department of Aging and Disability Services													Fixed Rate						
2 Annual Budget																			
AAA Name: Alamo Area																			
AAA Number: 83101																			
	Congregate Meals	Home Delivered Meals	Nutrition Education	Nutrition Counseling	Participant Assessment - NS	Adult Day Care	Caregiver Respite Care In-Home	Caregiver Respite Care Institutional	Caregiver Respite Care Non-Residential	Emergency Response	Employment Placement	Homemaker	Hospice	Personal Assistance	Transportation Demand/Response				
5																			
6										Rates Not Entered									
7	Service Not Budgeted																		
8	\$ 10.98					\$ 2.00						\$ 12.25							
9	Service NOT Budgeted					BOTH service budgeted & rate entered						\$ 8.75							
10	Rate entered				Service Budgeted							\$ 16.50							
11					Rate NOT entered							\$ 14.50							
12												\$ 10.00							
13																			

- The two bottom rows calculate the “High/Low Range” of the unit rates entered. These amounts are linked to the ASAW reports. Adding the range to the ASAW assists in the review and the status of the services provided and current rates.

Department of Aging and Disability Services													Fixed Rate						
2 Annual Budget																			
AAA Name: Alamo Area																			
AAA Number: 83101																			
	Congregate Meals	Home Delivered Meals	Nutrition Education	Nutrition Counseling	Participant Assessment - NS	Adult Day Care	Caregiver Respite Care In-Home	Caregiver Respite Care Institutional	Caregiver Respite Care Non-Residential	Emergency Response	Employment Placement	Homemaker	Hospice	Personal Assistance	Transportation Demand/Response				
5																			
6										Rates Not Entered									
7	Service Not Budgeted																		
8	\$ 10.98					\$ 2.00						\$ 12.25							
9	Service NOT Budgeted					BOTH service budgeted & rate entered						\$ 8.75							
10	Rate entered				Service Budgeted							\$ 16.50							
11					Rate NOT entered							\$ 14.50							
12												\$ 10.00							
33	High/Low Range						High/Low Range												
34	\$ 10.98	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8.75	\$ -	\$ -	\$ -				
35	\$ 10.98	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.50	\$ -	\$ -	\$ -				

J. Required Narratives

1. Evidence-Based Intervention (EBI)

A template is included to identify each EBI proposed program and projected costs for FY14. To support AoA's health promotion policy requirements regarding Title III- D Disease Prevention and Health Promotion, DADS A&I/AAA has developed an "Evidence-Based Intervention" narrative template. AAA PI-600 is included in the FY14 Budget documents.

Required elements in the template include:

- name of each program/project;
- level of criteria
- projected total expenditures
- projected number of units
- identify AAA staff if applicable
- procurement methodology
- brief project description;

The activities budgeted and expenditures reported under Evidence-Based Intervention must support funding source(s) budgeted and reported for the service.

The narrative must be submitted on the Evidence Based Intervention template with the AP Planning Budget submission to the Department's Reports Mailbox AAA.Reports@dads.state.tx.us.

2. Data Management

A template is included to identify activities associated with the managing and reporting of client data under the service Data Management, and to also identify allowable activities and expenditures not considered a function of Data Management. DADS A&I/AAA has developed the template to capture the methodology used behind the AAA forecasts during the budget phase. A revised AAA PI-312 is included in the FY14 Budget documents.

The activities budgeted and expenditures reported under Data Management must support the funding source(s) budgeted and reported for the service. If a narrative is required, the narrative must be submitted in the Data Management template attached and be included with the e-mail submitting the AP Planning Budget to the Department's Reports Mailbox AAA.Reports@dads.state.tx.us.