

Disaster Area Plan and Budget Guidance **COVID-19 Guidance**

Date: Friday, May 15, 2020

Most key revisions colored in blue.

Time: 5:00 PM

Recent releases: 4/24/2020

Area Plan and Budget for FFCRA and CARES Funding

Please review the following guidance and deadlines for FFCRA and CARES Financial Reporting, Cash Requests, Area Plans and Budgets. Due to the Major Disaster Declaration (MDD,) flexibility is granted for States and AAAs to designate all funds as disaster relief, including all Parts of the Act, FFCRA and CARES. Transfers between Titles are not necessary for the duration of the Major Disaster that was signed on March 29, 2020. ACL considers disaster relief services for older individuals to be any services during the period covered by the State's MDD that are provided to eligible older individuals or family caregivers as defined under the OAA.

Program income must continue to be reported under the Title in which funds were expended for the service. For example, if Title III E funds are paying for home-delivered meals (typically paid out of C-2) the program income should still be reported under Title III E and not C-2.

Families First Coronavirus Response Act (FFCRA):

- AAAs must submit a **FFCRA – Area Plan Substitute** (attached) to fulfill the narrative application requirements of the OAA Area Plan. AAAs do not have to submit the 20 page Area Plan Forms document.
- Monthly financial reporting will continue according to the Area Agency on Aging (AAA) 2020 Calendar.
- All forms submitted through the process will be specific to FFCRA funding and will be provided by KDADS.
- AAAs may exercise flexibility in budgeting and planning for use of FFCRA, CARES and Older Americans Act (OAA) Title III as they see fit. However, the recommended order of expenditures from the Administration for Community Living (ACL) is FFCRA, CARES, 2019 OAA, 2020 OAA.
- The deadline for March 2020 financial reporting is April 20, 2020. At the time of financial report submission, an April cash request may be made for FFCRA funds awarded on Friday, March 27, 2020. Please use the FFCRA Cash Request form, attached, to submit your request.
- It is strongly recommended that advance payments received in March 2020 for OAA Title III are utilized after FFCRA and CARES funding is expended as disaster funding is priority.
- AAAs may request to spend previously allocated OAA Title III funding for capital expenditures. These requests will be processed by the OAA Nutritionist or OAA/SCA (Senior Care Act) Program Manager.
- AAAs must submit an FFCRA Area Plan and Budget Revision for FFY 2020 no later than **May 30th, 2020**. These submissions will be expedited by KDADS' program and fiscal

staff. It is necessary for an approved, revised Area Plan and Budget to be on file reflecting FFCRA funding allocated. Please use the FFCRA NGA [financial worksheets](#) and [FFCRA Nutrition Program Characteristics worksheet](#), attached.

Coronavirus Aid, Relief and Economic Security (CARES):

- AAAs must submit a **CARES – Area Plan Substitute** (attached) to fulfill the narrative application requirements of the OAA Area Plan. AAAs do not have to submit the 20 page Area Plan Forms document.
- The CARES allocation [guidance documents](#) were sent May 13, 2020.
- It is strongly recommended that after the FFCRA funds awarded on March 27, 2020 have been depleted, AAAs begin to spend down CARES funding.
- For the month that both FFCRA and CARES monies are used, a separate financial report and cash request must be submitted for each award. These forms will be provided by KDADS.
- AAAs must also submit a CARES Area Plan and Budget Revision for FFY 2020. The deadline for this submission is **May 30, 2020**. These submissions will be expedited by KDADS' program and fiscal staff. It is necessary for an approved, revised Area Plan and Budget to be on file reflecting CARES funding allocated. Please use the CARES NGA [financial worksheets](#) and [CARES Nutrition Program Characteristics worksheet](#), attached.

Flexibility will be provided on the First Area Plan submission for FFY 2021, but Area Plan Revisions and Budgets for FFCRA and CARES funding are the priority at this time.

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Commissioner

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