Pennsylvania
Department of Aging

Aging Program Directive (APD)

APD #26-01-04

Issuance Date: April 24, 2026 **Effective Date:** October 1, 2025

Program Area: AAA Administration **Disposition:** Rescinds APD #26-01-02

Origin: Bureau of Finance **Contact:** RA-AIPDAACCUFUND@pa.gov

SUBJECT **AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS, AND OLDER ADULT SERVICES GRANT AGREEMENT (OASGA) FORMAT FOR SFY 2025-2026 - REVISION #2**

TO
Executive Staff
Department of Health and Human Services
Area Agencies on Aging
PA Association of Area Agencies on Aging Office of Long-Term Living
PA Council on Aging Comptroller

FROM Jason Kavulich, Secretary

PURPOSE The purpose of this APD is to: (1) delineate financial requirements for the state fiscal year (SFY) 2025-26 Area Agency on Aging (AAA) program; (2) provide procedures for the development and submission of the SFY 2025-26 Older Adult Services Grant Agreement (OASGA) Revised Budget No. 2; (3) transmit the initial and revised SFY 2025-26 funding allocation levels for each AAA; and,(4) supersede the information previously provided in APD #26-01-02.

BACKGROUND This APD transmits key information required for the submission of the SFY 2025-26 Older Adult Services Grant Agreement (OASGA) Revised Budget No. 2. The AAAs are to use this APD frequently for fiscal and program instruction, and for guidance on the management and administration of these funds.

Federal funding included within this APD incorporates the following grants provided by the Department of Health and Human Services

Grant Title	FAIN	ALN	Award Date	Subaward Period
Title VII Ombudsman	2401PAOAOM	93.042	10/26/2023	10/01/2023-09/30/2026
Title VII Elder Abuse	2401PAOAEA	93.041	10/26/2023	10/01/2023-09/30/2026
Title III-E Family Caregiver	2401PAOAFC	93.052	10/26/2023	10/01/2023-09/30/2026
Title III-B Support Services	2401PAOASS	93.044	10/26/2023	10/01/2023-09/30/2026
Title III-C1 Congregate Meals	2401PAOACM	93.045	10/26/2023	10/01/2023-09/30/2026
Title III-C2 Home Delivered Meals	2401PAOAHD	93.045	10/26/2023	10/01/2023-09/30/2026
Title III-D Preventive Health	2401PAOAPH	93.043	10/26/2023	10/01/2023-09/30/2026
MIPPA Priority I SHIP	2501PAMISH	93.071	09/22/2025	09/01/2025-08/31/2027
MIPPA Priority 2 AAA	2501PAMIAA	93.071	09/22/2025	09/01/2025-08/31/2027
MIPPA Priority 3 for ADRC	2501PAMIDR	93.071	09/23/2025	09/01/2025-08/31/2027
Title VII Ombudsman	2501PAOAOM	93.042	10/29/2024	10/01/2024-09/30/2026
Title VII Elder Abuse	2501PAOAEA	93.041	10/29/2024	10/01/2024-09/30/2026
State Health Insurance Prog. (SHIP)	90SAPG0146	93.324	04/01/2025	04/01/2025-03/31/2026
Title III-E Family Caregiver	2501PAOAFC	93.052	10/29/2024	10/01/2024-09/30/2026
Title III-B Support Services	2501PAOASS	93.044	10/29/2024	10/01/2024-09/30/2026
Title III-C1 Congregate Meals	2501PAOACM	93.045	10/29/2024	10/01/2024-09/30/2026
Title III-C2 Home Delivered Meals	2501PAOAHD	93.045	10/29/2024	10/01/2024-09/30/2026
Title III-D Preventive Health	2501PAOAPH	93.043	10/26/2023	10/01/2024-09/30/2026
Title VII Ombudsman	2601PAOAOM	93.042	12/8/2025	10/01/2025-09/30/2027
Title VII Elder Abuse	2601PAOAEA	93.041	12/8/2025	10/01/2025-09/30/2027
Title III-E Family Caregiver	2601PAOAFC	93.052	12/8/2025	10/01/2025-09/30/2027
Title III-B Support Services	2601PAOASS	93.044	12/8/2025	10/01/2025-09/30/2027
Title III-C1 Congregate Meals	2601PAOACM	93.045	12/8/2025	10/01/2025-09/30/2027
Title III-C2 Home Delivered Meals	2601PAOAHD	93.045	12/8/2025	10/01/2025-09/30/2027
Title III-D Preventive Health	2601PAOAPH	93.043	12/8/2025	10/01/2025-09/30/2027

OLDER ADULT SERVICES GRANT AGREEMENT (OASGA)

The funds distributed through the Older Adult Services Grant Agreement (OASGA) include Regular Block Grant, State Caregiver Support Program (S-FCSP), Federal Caregiver Support Program (F-FCSP), Nutrition Services Incentive Program (NSIP), PA Medi, Health Promotion, and other categorical funds.

AAAs should continue to refer to APD #97-01-02, “Accounting Manual for Area Agency on Aging Programs”, for definitions related to specific cost centers and service programs. Any fiscal instructions necessary to complete the contract process and not included within the OASGA and the Accounting Manual, will be cited in this APD.

All AAAs will be organized in a manner that avoids conflicts with their mission and responsibilities. At a minimum, the AAA Director and all subordinate staff should be free from any responsibilities for the oversight or operation of:

- Nursing facilities, personal care homes, home health agencies; and
- Any other organization that would financially benefit from favorable decisions by a AAA.

MINIMUM PROGRAM AND FUNDING REQUIREMENTS
FOR SFY 2025-26

IN HOME SERVICE PARAMETER

The Pennsylvania Department of Aging (PDA) has established a minimum parameter of **60%** of funding levels for the provision of in-home services. The In-Home Services Parameter schedule identifies the minimum amount each AAA shall expend on in-home services for SFY 2025-26. The calculation base for the parameter is the OASGA allocations for the Regular Block Grant, State Caregiver Support Program, Federal Caregiver Support Program, Nutrition Services Incentive Program, and categorical allocations: OPTIONS Services, Aging Services Supplement, and Block Grant Supplement.

The following cost centers have been identified as in-home services for the purpose of meeting this requirement: Home Delivered Meals, Passenger Transportation, Home Health, Personal Care, Environmental Modifications, Medical Equipment/ Supplies/Adaptive Devices, Home Support, Adult Day Care, Care Management, Protective Services, and Guardianship.

PUBLIC HEARINGS

Public hearings must be conducted on the OASGA revised SFY 2025-26 funding allocations. Information provided to the public for these hearings must include a clear statement of the AAA's financial and programmatic intentions, any major changes in service delivery patterns, locations and/or methods of service delivery, and proposed cost center budgets. Upon request, the AAA must make available for public review copies of the draft OASGA revised SFY 2025-26 funding allocations and the approved Comprehensive Four-Year Plan. Budgets should be developed to reflect needs identified in the AAA's Four-Year Plan.

ADMINISTRATIVE COSTS

No more than **10%** of the funds expended in the Total OASGA (*less Health Promotions and OPTIONS Services funding*) may be budgeted and expended in the AAA Administration cost center. No Health Promotions or OPTIONS Services funding can be used for administration costs.

AAAs are to adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts". This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or **2%** of the agency's total direct service costs, whichever is lower. Indirect Costs are only reported in the AAA's Administrative cost center.

FEDERAL FUNDING

Each AAA's federal funding allocations within their OASGA have been adjusted according to the Federal Intrastate Funding Formula (IFF). At a minimum, the IFF change affects each AAA's allocation for Titles III-B (Supportive Services), III-C1 (Congregate Meals), III-C2 (Home Delivered Meals), III-D (Health Promotions) and III-E (Caregiver Services).

On April 4, 2022, the identifier used across the federal government changed from the DUNS number to the Unique Entity ID (UEI). The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Any AAA receiving federal funding shall maintain an active UEI. Existing registered entities can find their UEI by following the steps here. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

S-FAMILY CAREGIVER SUPPORT (CSP)

Federal Title III-E, Federal Title III-E state match (M), and State Family Caregiver Support are budgeted and expended on CSP activities and program administration costs. Revenues should be applied to expenditures in the order listed above.

AAA administration costs shall not exceed 10% of the allocation. The maximum monthly care plan cost cap for Caregivers enrolled in the CSP is **$600**, subject to the Caregiver's determined reimbursement percentage. At least 55% of the allocated CSP funding shall be budgeted and expended for reimbursement to Caregivers for caregiving-related services and supplies. Of this amount, no more than **20%** of the amount budgeted and expended for financial assistance to Caregivers can be budgeted and expended for home modifications and assistive devices.

There is a **$5,000** lifetime cap per Caregiver for the purchase of a Home Modification or Assistive Device, which is subject to the Caregiver's determined reimbursement percentage (Section V. C. 2. of the CSP Chapter in the PDA's Policy and Procedure Manual).

The Department of Aging defines eligible caregiving-related services and supplies as respite services, consumable supplies, supportive services, supplemental services, home modifications, assistive devices, and services specific to Grandparents/Older Relative Caregivers.

In determining the reimbursement percentage for Caregivers enrolled into the program, AAAs are to comply with the requirements found in Section V. B. of the CSP Chapter in the PDA's Aging Service Policy and Procedure Manual using the CSP Reimbursement Percentage Guide (Appendix F.2).

U. S. NUTRITION SERVICES INCENTIVE PROGRAM

The Nutrition Services Incentive Program (NSIP) allocation amounts are based on the number of eligible meals each AAA reported in SAMS the previous fiscal year.

NSIP is an Older Americans Act (OAA) grant to support nutrition programs by providing funds as an incentive for states to serve more meals.

NSIP meals shall meet the requirements set forth by the Older Americans Act (OAA) and PDA. To be considered an NSIP-eligible meal, the following requirements shall be met:

- Be served by an eligible service provider,
- Meet nutritional standards as outlined in APD #15-03-02, and
- Be served to an individual who:
  - Is eligible for OAA services
  - Has not been means-tested for services
  - Is given the opportunity to contribute to the cost of the meal

NSIP funds shall only be utilized to purchase domestically produced foods that are used in a meal.

NSIP funds shall not be used for the following:

- Administration
- Indirect Costs
- Nutrition education and counseling services
- Items not considered to be a meal such as adaptive equipment, nutritional supplements, and groceries/boxes of food for participants

NSIP Eligible GRAB & GO MEALS

Federal (F) Title III-C1 funds shall **not** be used to provide Grab and Go meals. AAAs shall use funding for Grab and Go meals in the following order: NSIP, Federal (F) Title III C-2, State (S) Title III C-2 match (M), and State (S) - Aging Services funds. AAAs, through their network of Senior Community Centers may, but are not required to offer Grab and Go meals as a complement to their congregate meal programs.

PA MEDI

Pennsylvania Medicare Education and Decision Insight, PA MEDI (State Health Insurance Assistance Program, SHIP) and MIPPA funds are allocated according to the IFF.

Funding for PA MEDI should be dedicated to staffing, training sessions, Medicare enrollment and informational meetings, outreach (advertising, mailings) and educational efforts, equipment needs such as laptops, phones, headsets, and projectors, and other activities related to Medicare benefits counseling, Medical Advantage plan/Medigap selection, and Medicare Part D assistance.

MIPPA Funding should be dedicated to Medicare Preventive Benefit education, application for assistance programs and enhanced outreach to enroll people in the low-income assistance programs for Medicare premiums and Part D prescription drug costs. A minimal amount of funding should be designated to personnel cost. AAAs are to carefully analyze costs allocation methodologies associated with these funds. MIPPA Priority 1 funding is for use by the State SHIP office for statewide initiatives and contracting. MIPPA Priority 2 is allocated to AAAs. MIPPA Priority 3 funds are assigned to the 15 ADRC fiscal management AAAs.

Funding for the PA MEDI Program is identified as a categorical allocation in each AAA's OASGA. AAAs are to provide PA MEDI Program services consistent with the established program requirements as identified in APD# 24-04-01.

Funds for each AAA's PA MEDI Program are to be budgeted and expended on allowable activities in the Information and Referral and/or the Senior Community Center Services cost center(s).

HEALTH PROMOTION

Funds for each AAA's (Title III-D) Health Promotion Program are to be budgeted and expended on program allowable activities as identified in APD #25-04-01 in the Senior Community Center Services cost center.

NOTE: Administrative costs are not an eligible use of Title III-D funding (Health Promotion).

OMBUDSMAN

Each AAA shall budget and provide funding for the local ombudsman entity, or for a contracting provider of ombudsman services including recruitment, training, and volunteer management, to perform activities for the PA Long- Term Care Ombudsman Office subject to policies and reporting requirements contained in APD #25-10-01. All activities shall be documented in the approved long-term care ombudsman statewide reporting system, to include full-time equivalency staff and volunteers.

The ABGATCHA contains the minimum funds that shall be budgeted for ombudsman Volunteer/PEER activities. All ombudsman activities for all ombudsman funding sources, projects and program shall be budgeted and expended in the ombudsman cost center.

In addition, each AAA shall budget an amount of funds equal to the AAA share of ombudsman activities charged to Older Americans Title III funds in FY 2019.

The corresponding amounts identified by AAAs are as outlined in the formulary in the attached ABGATCHA on the Ombudsman worksheet.

If the AAA chooses to or is required to utilize a contractor to administer ombudsman services, including staff, volunteers, and the Pennsylvania Empowered Expert Residents (PEER) program, **the entire amount of the Volunteer/PEER allocation must be provided to the contractor in support of the Ombudsman Volunteer/PEER program.**

These funds must be over and above any other funds expended on ombudsman activities and shall be reported in the ombudsman cost center.

Ombudsman allocations are subject to adjustment in subsequent budget amendments based on the performance of the local ombudsman program in relation to the performance of the volunteer ombudsman component.

Acceptable Use of Volunteer/PEER Funds include:

PEER program:

- PEER recruitment
- PEER training costs
- Copying of PEER training materials
- Meals for PEERs
- Transportation for PEERs
- Any ADL support not provided by the facility for PEERs to attend PEER Training
- Equipment for use by PEERs only, such as laptops, tablets, and phones.

Volunteer recruitment:

- Advertising
- Training costs
- Training related meals for volunteers
- Mileage for volunteers

Volunteer retention:

- Ongoing volunteer meetings
- Copying/printing of the ombudsman training materials
- Stipends
- Speakers
- Training related meals
- Mileage
- Recognition activities

Uses do NOT include:

- Staff costs for mentoring activities
- Meal provisions for staff related training
- Equipment for staff and volunteers, such as laptops, computers, tablets, and phones
- Staff time engaged in the above supported volunteer/PEER activities

Regional Ombudsman Contracts:

AAAs that have agreed to hold regional ombudsman contracts shall budget these funds in the Ombudsman cost center. PDA will negotiate separate budget and reporting requirements with the AAAs that are hosting the regional ombudsmen. An annual spreadsheet of budgeted expenses should be supplied to PDA and approved prior to the fiscal year. This will also be supplied upon request at any time.

PASSENGER TRANSPORTATION SERVICES

AAAs that are not directly receiving Shared-Ride Program funds should not report the funds received by other Shared-Ride Program providers. The amount the AAA plans to expend in co-payments for Shared-Ride service should be reported in the Passenger Transportation Services cost center. The funds used for co-payments should be reflected in the respective funding source such as OASGA funds, local cash, etc.

PDA reaffirms its intent to promote the coordination and integration of transportation services for older persons with other local transportation systems. AAAs should refer to APD #85-07-01, "Passenger Transportation Services."

LEGAL ASSISTANCE

Each AAA is required to expend a minimum proportion of its Title III-B funding to provide legal services to older adults with economic and/or social need within the AAA's planning and service area. This minimum proportion is established by PDA and is set forth in the Pennsylvania State Plan on Aging. Under the current State Plan on Aging, which runs from October 1, 2024, through September 30, 2028, the minimum proportion is 1% of each AAA's Title III-B funding. Each AAA's area plan must contain assurances that the AAA will expend this minimum proportion of Title III-B funding.

Further, all contracts between the AAA and the selected legal assistance provider must adhere to the requirements of 45 CFR § 1321.93. AAAs should refer to APD #25-09-01, 'Compliance with the Older Americans Act Legal Assistance Program.'"

OTHER CATEGORICAL FUNDS

Allocations have been included for those AAAs awarded additional categorical funds for community and other various grant projects. Specific programmatic and fiscal guidance is found in the grant application's guidelines and procedures as well as the grant's award notification letter.

OPTIONS PROGRAM

With the exception of In-Home Meals, no federal funds are to be used for the OPTIONS Program.

OPTIONS services shall be entirely funded with State Aging Services revenues, including Aging Services funds in the Regular Block Grant, OPTIONS Services and Aging Services Supplement funds in Other Funds.

AAAs shall use funding for In-Home Meals in the following order: NSIP, Federal Title III C-2, Federal Title III C-2 state match, State Aging Services, and State Aging Services Supplement.

TITLE III-B (SUPPORTIVE SERVICES)

AAAs may use Federal Title III-B (Supportive Services) funding and Federal Title III-B state match for the following:

- Information and Referral/Assistance
- Outreach
- Senior Community Centers/Services
- Passenger/Assisted Transportation
- Legal Assistance
- Domiciliary Care
- Overnight Shelter/ Supervision
- Employment Services
- Ombudsman
- Protective Services
- Guardianship
- Health Promotion
    - Title IIID funding may be supplemented by Title III-B, but it cannot be combined with Title III-B.

Refer to the Accufund Account Structure document for corresponding cost centers. If using Title III-B funding for a service not listed above, contact the Bureau of Finance for additional guidance.

CATEGORICAL OTHER FUNDS - BLOCK GRANT SUPPLEMENT

Allowable uses of the funds are:

- Contractor rate increases
- Supplement ongoing agency operations
- Hiring additional program staff

DOMICILIARY CARE RECRUITMENT PAYMENTS

To expand the Domiciliary Care (Dom Care) program, PDA will fund recruitment payments for 30 newly certified Dom Care providers of traditional Dom Care homes on a first-come, first-served, basis. A newly certified Dom Care provider is defined as a provider of a traditional Dom Care home that was initially certified on or after April 16, 2024. The newly certified Dom Care provider will be eligible to receive the recruitment payment once a Dom Care consumer has been placed in the Dom Care home (based on the date of the signed Consumer/Provider Agreement Form). To secure the newly certified Dom Care provider payment, the AAA shall:

- Email the name, address, and certification date of the newly certified Dom Care provider to Bureau of Aging Services at ra-paagingservices@pa.gov.
- Email the name of the provider, and date the Consumer/Provider Agreement form is signed (once a consumer is placed in the home) to Bureau of Aging Services at ra-paagingservices@pa.gov.
- PDA will issue the AAA a payment in the amount of $1,000 per each newly certified Dom Care provider ($1,000 x number of newly certified providers) with PDA's regular funding allocation to the AAA.
- Once the newly certified provider has completed their first annual recertification and is actively serving consumers or willing to accept new consumers, the provider will be eligible to receive a $1,000 retention payment. To secure the provider retention payment, the AAA shall: Email the name, address, and recertification date of the provider to the Bureau of Aging Services at ra-paagingservices@pa.gov.
- PDA will issue the AAA a payment in the amount of $1,000 per each provider with PDA's regular funding allocation to the AAA.

PDA Bureau of Aging Services will track the number of newly certified Dom Care providers and inform the network when we are approaching the 30-provider maximum.

STATEWIDE REPORT SUSPECTED ABUSE HELPLINE

The Statewide Report Suspected Abuse Helpline answers calls, takes Reports of Need (RONs) on abuse, neglect, exploitation, and abandonment, categorizes RONs in accordance with the law and regulations, and notifies the AAA or Adult Protective Services contractor (Liberty Healthcare Corporation) to investigate.

CONTRACTOR RATE INCREASES

AAAs are authorized to provide contractor rate increases up to **4.5%** of their existing rates. Funding that is available for the rate increase includes the Regular Block Grant, OPTIONS Services, and Block Grant Supplement allocations. Any rate increase given to a contractor is at the discretion of the AAA Director/Administrator.

LINE ITEM BUDGET

PDA will develop "placeholder" budgets for the allocations noted in this APD that will be used until AAA budgets are submitted or entered in the AccuFund reporting system. This is done to facilitate the payment process and ensure AAAs continue receiving monthly payments until their budget documents are received and reviewed by PDA.

DELIVERY OF SERVICES

The Older Americans Act of 1965, as amended, requires AAAs to provide preference in the delivery of services to those older persons with the greatest social and economic need with particular attention to low-income individuals and frail individuals (including individuals with any physical or mental functional impairment). In planning current fiscal year program budgets, AAAs should be guided by this requirement as well as their individual goals and objectives in determining funding priorities. "Greatest economic need" means the need resulting from an income level at or below poverty levels established by the U.S. Department of Health and Human Services (http://aspe.hhs.gov/poverty-guidelines). The 2025 figures define poverty as being **$15,650** for one person, with each additional person adding **$5,500**. "Greatest social need" means the need caused by non-economic factors which include physical and mental disabilities, language barriers and cultural, social, or geographic isolation including that caused by racial or ethnic status, which restricts an individual's ability to perform normal daily tasks, or which threatens such individual's capacity to live independently.

Service delivery information in the SAMS/A&D System will be used to determine service levels and the numbers of consumers served.

ACCOUNTING MANUAL

AAAs are to comply with the "Accounting Manual for Area Agency on Aging Programs" (APD #97-01-02) and applicable federal and state regulations (e.g., 45 CFR Part 95, etc.) in the utilization of OASGA funds.

MANDATORY RETIREMENT

Neither the AAA nor any AAA vendor may apply a policy of mandatory retirement to positions funded under this Application for Support.

AMENDMENTS

As stated in the OASGA, PDA has the authority to amend allocations on an as needed basis. This may occur if the AAA has not expended an appropriate level of its annual allocation by the end of the second quarter of the current state fiscal year. Allocation amendments may also occur if additional funds are awarded during the year.

FIXED ASSETS

The definition of a fixed asset includes property of a tangible nature with a useful life of more than one (1) year and an acquisition cost of $5,000 or more. Acquisition cost is defined as the net invoice price of the article plus the transportation charges, installation or setup fees and the cost of any necessary modifications, attachments, programming, or accessories.

When procuring fixed assets or facility space, the AAA should make an appropriate cost analysis of the lease versus purchase alternatives, and the most economical cost alternative should be chosen.

All proposed fixed asset acquisitions are to be reported in the budgeting module of AccuFund. Acceptance of a proposed budget by PDA is considered approval for the purchase of fixed assets shown. For acquisitions of additional fixed assets during the year/after the final budget submission, the AAA is to receive prior approval from PDA through the submittal of an administrative waiver request. Waivers for fixed asset purchases are to be submitted prior to April 30, 2026.

When acquiring or disposing of assets, the AAA is to list the following: Purchase/Anticipated Purchase Date, Asset Life, Disposal Date, and Residual Value (at date of disposal) as applicable.

All disposition of assets purchased with PDA-provided funding are to be coordinated with PDA's Operations and Management Office. Please contact AI-SupportServicesHelpDesk@pa.gov for additional assistance.

PROGRAM INCOME

APD #05-01-11, "Area Agency on Aging Program Income Policies", establishes the following policies for the retention of program income collections:

Federal Program Income - All program income generated from services funded, in whole or in part, by federal OAA funds on hand as of June 30, 2025, is to be budgeted and expended during SFY 2025-26.

Local Program Income – The June 30, 2025, balance of local program income generated from services funded by non-federal sources is not to exceed 10% of the AAA's total OASGA allocation for SFY 2025-26 up to a maximum of $400,000. These funds are to be budgeted and expended in consumer service cost centers.

OPTIONS Cost Sharing Funds – The June 30, 2025, balance of OPTIONS Cost Sharing Fund collections are to be budgeted and expended during SFY 2025-26.

Local fee scale funds received are reported as OPTIONS Cost Sharing Funds.

Failure to comply with these policies may result in the reduction of OASGA funding to the AAA.

For SFY 2025-26, seven (7) cost centers will contain Title III federal funds and all program income earned in any of these cost centers will be considered Federal Program Income. The seven cost centers are Home Delivered Meals, Congregate Meals, Senior Community Center Services, Passenger Transportation, Information and Referral, Legal Assistance, and Ombudsman.

Federal Program Income can only be budgeted and expended in the seven (7) federally funded cost centers.

AAAs will comply with the provisions of APD #05-01-11 concerning excessive balances of program income collections. AAAs are advised that payments of funds on SFY 2025-26 OASGA contracts will be contingent upon the compliance of AAAs with the federal and state requirements for program income and cost sharing fund balances.

When a AAA has excessive balances of Federal Program Income, Local Program Income or OPTIONS Cost Sharing Funds as of June 30, 2025 (Fourth Quarter FRR), its SFY 2025-26 OASGA monthly payment(s) may be reduced or withheld until the AAA achieves compliance with the established program income balance requirements.

Planned expenditures of accumulated, as well as anticipated, collections of program income and cost sharing funds are to be included under “Other Funds”.

MATCH FOR FEDERAL DOLLARS

AAAs desiring to use OASGA funds as match for other federal funding should submit a written request to PDA’s Bureau of Finance for authorization. On approval, PDA will issue a statement to the AAA clarifying that only state funds are allowable for such a purpose.

BUDGETING FEDERAL FUNDS

AAAs shall budget and expend federal allocations and Federal Program Income funds prior to allocating other resources to a federal funded cost center. This will assist PDA in meeting federal spending parameters.

SENIOR COMMUNITY CENTERS

AAAs shall request and receive written approval from PDA’s Bureau of Aging Services prior to implementing plans to open, close or relocate a senior community center (SCC) or a satellite center.

SENIOR COMMUNITY CENTER GRANTS NON-COMPETITIVE

AAAs receive non-competitive grant funding for each SCC in their planning and service area who did not apply for a competitive grant. The AAA receives an award letter for the SCC’s funding through this non-competitive award process and allocates the funds to each SCC within 30 business days of receipt of the funds from PDA. The SCCs continue to have the flexibility to use this funding for a variety of purposes to best meet the needs of the center and the participants, in accordance with the allowable uses of funding described below. Allowable uses of the funding by SCCs include, but are not limited to the following:

Capital Improvements & Renovations

- Small, capital improvements or renovations such as painting, new flooring, lighting, cabinets, countertops, etc.
- Renovations to upgrade or repurpose space within the center to allow for additional programming or activities, or to improve safety and/or accessibility
- Repairs or replacement of essential equipment or furniture

Programs & Services

- Equipment and supplies for new or existing programming

- Contracted instructors or speakers for programming activities

Technology

- Technology equipment and supplies for new or existing programs in the center
- Technology equipment and supplies to provide virtual programming
- Purchase of Copilot or MySeniorCenter hardware/software, and/or annual subscription fees

Nutrition Services

- Improvements for the provision of meal services, including appliance upgrades or replacements

Marketing

- Marketing and outreach tools and materials to reach new and existing center participants

Unallowable uses of the funding include:

- Staff salaries, wages, or other personnel costs
- Administrative costs or any fees associated with administering the grant funding
- Projects, repairs, renovations, equipment in spaces not primarily used by senior center participants or for their direct benefit
- Renovations to other locations, including future senior center sites
- Renovations that change the "footprint" of the building
- Renovations or repairs that are the responsibility of the landlord
- Consultant fees
- Travel expenses for staff or contractors
- Vehicles
- Handouts or gifts

ASSESSMENTS OASGA funds are not to be used for assessment costs.

REPORTING REQUIREMENTS AAAs are required to meet all reporting requirements outlined in the FY 2025-26 AAA Reporting Deadlines document.

COMPLIANCE WITH OLDER ADULT SERVICES GRANT AGREEMENT The AAA is to comply with all the terms and provisions identified in the OASGA between PDA and the AAA.

TRAVEL REIMBURSEMENT RATES

The Commonwealth of Pennsylvania's Office of Administration establishes travel, lodging, and subsistence allowable maximum reimbursement rates. It is Pennsylvania's policy to follow the General Services Administration's (GSA) reimbursement rate for all grants, contracts, and agreements. Travelers who are not employed by the Commonwealth must follow the same procedures as employees if their travel is paid for by the Commonwealth. When traveling on Commonwealth business, please refer to the most recently approved GSA travel reimbursement rates available on the GSA website. This information is found under Management Directive 230.10, Commonwealth Travel Policy and Manual 230.1, Commonwealth Travel Procedures Manual.

BUDGET SUBMISSION REQUIREMENTS

Upon release of this APD, AAAs are responsible for the development of their budget data and information upload into AccuFund. AccuFund inputs are due 30 days after the issuance date of this directive.

TECHNICAL ASSISTANCE

Send questions regarding the contents of this APD to the following resource account: RA-AIPDAACCUFUND@pa.gov.