

## MEMORANDUM

**TO:** AAA Executive Directors **NOTICE#: 081018-1-I-SWCBS**

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:** August 10, 2018

**SUBJECT:** Notice of Instruction: Disaster Recovery Reserve (DRR)

---

The purpose of this Notice is to provide guidance related to the establishment, maintenance, and administration of Disaster Recovery Reserve (DRR) funding as allocated to the Area Agencies on Aging (AAA) from Older Americans Act (OAA) Title III funding awarded to the Department.

During the summer of 2018, the Department conducted several regional Disaster Preparedness Forums. Among the number of opportunities to enhance coordination related to disaster preparedness, response, and recovery identified by these forums was the need for a "Disaster Recovery Reserve" that could be used to help mitigate the impact of a disaster.

In receipt of an additional \$12 million in OAA Title III funds for the balance of the 2018 calendar year, the Department identified a strategy to earmark a small amount of these additional federal resources to address the funding need identified by the forums.

Accordingly, the Department has created a \$200,000 statewide set-aside from the additional funding received to specifically support the disaster-related delivery of OAA funded congregate meals, home-delivered meals, and services associated with III B Supportive Services (\$75,000 III C1, \$75,000 III C2, and \$50,000 III B) as identified in the *Programs & Services Handbook*. This funding will be available for reimbursement of meals and services over and above normal operations resulting from a disaster.

The total amount of Disaster Recovery Reserve (DRR) funds to be designated under Titles III B, III C1, and III C2 will not exceed two percent of the total allocations for each of these three titles. Using the OAA Intrastate Funding Formula, each year DOEA will calculate the amount each AAA will be required to set aside as DRR funds under Titles III B, III C1, and III C2.

## *Use of DRR Funding*

DRR funds may only be used during federal, state, or local emergencies declared as such by the President. When funds are released for a DRR emergency, DOEA will provide the AAA(s) direction as to the allowable time frame(s) for the expenditures of DRR funds.

As with the Department's response request to Hurricane Irma, following a declaration, AAAs should begin to accumulate and document their DRR service costs and any unmet needs resulting from the disaster. In documenting these needs, the AAAs should use the following service categories: staff overtime, congregate meals (III C1), home-delivered meals (III C2), and III B services. While staff overtime is not DRR reimbursable, AAAs are encouraged to track and accumulate these expenditures for submission in the event another funding source is identified for reimbursement of these costs.

AAAs affected by a disaster must request approval from DOEA in writing before disaster recovery funds may be used. The request should take the form of an email addressed to DOEA's Secretary, the Deputy Secretary, and the Chief Financial Officer (CFO). The subject line of the email must read "Request to use DRR funds." DOEA will respond in writing within five (5) business days stating whether or not approval has been granted and the allowable time frame(s) for the expenditures of DRR funds.

Should a Planning and Service Area's (PSA) DRR assistance needs exceed the DRR allocation currently available in contract, DRR funds will be transferred through contract amendments to the affected PSA(s) drawn proportionally in title as necessary from the balance of the PSAs.

DRR funding will not be eligible for categorical transfer between the titles in which they were originally allocated. In addition, DRR funding cannot be used for expenses related to services which are or can be paid for through other disaster funding resources (e.g. FEMA, Red Cross, private insurance, etc.)

To reiterate, DRR funding will only be made available for reimbursement of meals and services over and above normal operations resulting from a disaster

### *Client Information and Registration Tracking System (CIRTS)*

Similar to the current III B set aside, the DRR will not be entered into CIRTS. For III B, III CI, and III C2 the total service dollars entered into CIRTS will be reduced by the set aside for each category.

Effective July 1, 2018, the service codes identified by Attachment 1 of this NOI have been established in CIRTS for the recording of DRR meals and services.

Meals provided through DRR funding are Nutrition Services Incentive Program (NSIP) eligible provided the following conditions are met:

- DOEA menu development standards;
- The meal shall be served to an eligible client;
- The meal shall be served by an agency that has received a grant under the OAA Title III, Ref. OAA Section 311(42 U.S.C. 3030a); and

- The meal is served by a nutrition service provider who is under the jurisdiction, control, management, and audit authority of the AAA and the DOEA.

The Department has updated the CIRTS NSIP Eligible Meals report to include meals provided with DRR funding.

#### *Budgeting - Contract Module Updates*

The following updates have been made to the Area Plan Contract Module to accommodate the DRR funding.

- CIA – Updated Instructions; added DRRs (DRR) section below the allocations table for Title IIIB, C1, and C2.
- CIB – Updated instructions; added LAN Set Aside and DRR categories above IIIB Priority Services. All set-asides are included in the “Total IIIB”
- CIFAAA – Updated instructions; individually added IIIB, C1, and C2 DRR line items to funding profile. “Total All Funding Sources” will add all.

The updated Area Plan Contract Module will be provided with the 2019 Area Plan Update Notice of Instruction.

#### *Invoicing – Receipt and Expenditures Report*

The OAA Receipt and Expenditures form (Attachment II) has been updated to include the DRR. Invoices submitted requesting reimbursement for DRR services must be accompanied by documentation of the directives as to the allowable expenditures of the funds.

DRR funds may only be used for services provided that 1) meet the requirements set forth by the Department; 2) were provided as a result of a disaster; and 3) would not otherwise have been provided had the disaster not occurred. DOEA may decide to further restrict the specific services eligible for reimbursement. DRR funding cannot be used for services that were or could have been paid for through other disaster funding resources (e.g. FEMA, Red Cross, private insurance, etc.).

#### *Carry-Forward*

DRR funding will not be carried forward in the DRR set aside. Rather, DRR funding not expended over the course of the contract year will be reallocated to the corresponding titles in the subsequent contract year within each PSA.

Please contact your appropriate DOEA contract manager if you have questions.

Cc: DOEA Contract Managers

Attachments:

Attachment 1: DRR Service Code List and Descriptions

Attachment 2: Updated Receipt and Expenditures Form

Attachment 1: DRR Service Code List and Descriptions

SERVICE	DESCRIPTION
Funding Source: OAA IIIB	
ADCD	ADULT DAY CARE DRR
ADHCD	ADULT DAY HEALTH CARE DRR
ADRCACD	ADRC ACCESS DRR
CAD	CASE AIDE DRR
CHOD	CHORE DRR
CMD	CASE MANAGEMENT DRR
CNSLD	COUNSELING DRR
COMPD	COMPANIONSHIP DRR
CTSGD	CAREGIVER TRAIN/SUPPORT (GRP) DRR
CTSID	CAREGIVER TRAIN/SUPPORT (INDV) DRR
EARD	EMERGENCY ALERT RESPONSE DRR
EARID	EMERGENCY ALERT RESPONSE - INSTALLATION DRR
ECHOD	CHORE (ENHANCED) DRR
EDUCD	EDUCATION DRR
EDUCGD	EDUCATION/TRAINING - GROUP DRR
EDUCID	EDUCATION/TRAINING - INDIVIDUAL DRR
ESCD	ESCORT DRR
GECID	COUNSELING (GERONTOLOGICAL) - INDIVIDUAL DRR
GECOD	COUNSELING (GERONTOLOGICAL) - GROUP DRR
HHAD	HOME HEALTH AIDE SERVICE DRR
HMKD	HOMEMAKER DRR
HND	SKILLED NURSING SERVICES DRR
HOIMD	HOUSING IMPROVEMENT DRR
HSUD	HEALTH SUPPORT DRR
HSUGD	HEALTH SUPPORT - GROUP DRR
HSUID	HEALTH SUPPORT - INDIVIDUAL DRR
INFOD	INFORMATION DRR
INSCD	INTAKE DRR
INTED	INTERPRETING/TRANSLATING DRR
LEGD	LEGAL ASSISTANCE DRR
MATED	MATERIAL AID DRR
MHSGD	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - GROUP DRR
MHSID	COUNSELING (MENTAL HEALTH COUNSELING/SCREENING) - INDIVIDUAL DRR
OCTHD	OCCUPATIONAL THERAPY DRR
OTRD	OUTREACH DRR
PECAD	PERSONAL CARE DRR
PHTHD	PHYSICAL THERAPY DRR
RECD	RECREATION DRR
REFED	REFERRAL/ASSISTANCE DRR

SERVICE	DESCRIPTION
RESFD	RESPIRE IN-FACILITY DRR
RESPD	RESPIRE IN-HOME DRR
SAD	SHOPPING ASSISTANCE DRR
SCASD	SCREENING & ASSESSMENT DRR
SCSMD	SPECIALIZED MEDICAL EQUIPMENT, SERVICES, AND SUPPLIES DRR
SPTH	SPEECH THERAPY DRR
SUPED	SUPERVISION DRR
TERAD	TELEPHONE REASSURANCE DRR
TRSD	TRANSPORTATION DRR
TRSGD	TRANSPORTATION - GROUP DRR
TRSM	TRANSPORTATION TO MEAL SITE FOR MANAGED LONG-TERM CARE CLIENTS DRR
VSCD	VENDOR SUBCONTRACTOR SERVICES – FOR AREA PLAN ONLY DRR
Funding Source: OAA IIIC1	
CNMLD	CONGREGATE MEALS DRR
CNMLMD	CONGREGATE MEALS FOR MANAGED LONG-TERM CARE CLIENTS DRR
Funding Source: OAA IIIC2	
HDMD	HOME DELIVERED MEALS DRR

## Attachment 2: Updated Receipt and Expenditure Report

### RECEIPTS AND EXPENDITURE REPORT OLDER AMERICAN ACT

PROVIDER NAME, ADDRESS, PHONE# AND FEID#	PROGRAM FUNDING SOURCE:  Title III  IIIB  PSA _____	Contract # _____  Contract Period _____  Report Period _____  Report # _____  Invoice # _____
--	---	---

CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by : \_\_\_\_\_ Date : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Federal Funds	\$0.00	\$0.00	\$0.00	#DIV/0!
2. State Funds	\$0.00	\$0.00	\$0.00	#DIV/0!
3. Program Income - Non Match	\$0.00	\$0.00	\$0.00	#DIV/0!
4. Local Cash Match	\$0.00	\$0.00	\$0.00	#DIV/0!
5. SUBTOTAL: CASH RECEIPTS	\$0.00	\$0.00	\$0.00	#DIV/0!
6. Local In-Kind Match	\$0.00	\$0.00	\$0.00	#DIV/0!
7. TOTAL RECEIPTS	\$0.00	\$0.00	\$0.00	#DIV/0!

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. AAA Direct Services	\$0.00	\$0.00	\$0.00	#DIV/0!
2. Subcontractor	\$0.00	\$0.00	\$0.00	#DIV/0!
3. IIIB Set Aside	\$0.00	\$0.00	\$0.00	#DIV/0!
4. IIIB Set Aside DRR (Disaster Recovery Reserve)	\$0.00	\$0.00	\$0.00	#DIV/0!
5. TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	#DIV/0!

PART C : OTHER EXPENDITURES (For Tracking Purposes only)	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Match				
a. Other and In-Kind	\$0.00	\$0.00	\$0.00	#DIV/0!
b. Local Match	\$0.00	\$0.00	\$0.00	#DIV/0!
2. Program Income	\$0.00	\$0.00	\$0.00	#DIV/0!
3. TOTAL OTHER	\$0.00	\$0.00	\$0.00	#DIV/0!

PART D: INTEREST	
1. Earned on Advances	<u>\$0.00</u>
2. Return on Advances	<u>\$0.00</u>
3. Other Earned	<u>\$0.00</u>

**RECEIPTS AND EXPENDITURE REPORT  
OLDER AMERICAN ACT**

PROVIDER NAME, ADDRESS, PHONE# AND FEID#	PROGRAM FUNDING SOURCE:	Contract # _____
	Title III	Contract Period _____
	C1	Report Period _____
	PSA _____	Report # _____
		Invoice # _____

CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by : \_\_\_\_\_ Date : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Federal Funds	\$0.00	\$0.00	\$0.00	#DIV/0!
2. State Funds	\$0.00	\$0.00	\$0.00	#DIV/0!
3. Program Income - Non Match	\$0.00	\$0.00	\$0.00	#DIV/0!
4. Local Cash Match	\$0.00	\$0.00	\$0.00	#DIV/0!
5. SUBTOTAL: CASH RECEIPTS	\$0.00	\$0.00	\$0.00	#DIV/0!
6. Local In-Kind Match	\$0.00	\$0.00	\$0.00	#DIV/0!
7. TOTAL RECEIPTS	\$0.00	\$0.00	\$0.00	#DIV/0!

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Subcontractor	\$0.00	\$0.00	\$0.00	#DIV/0!
2. C1 Set Aside DRR (Disaster Recovery Reserve)	\$0.00	\$0.00	\$0.00	#DIV/0!
3. TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	#DIV/0!

PART C : OTHER EXPENDITURES (For Tracking Purposes only)	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Match				
a. Other and In-Kind	\$0.00	\$0.00	\$0.00	#DIV/0!
b. Local Match	\$0.00	\$0.00	\$0.00	#DIV/0!
2. Program Income	\$0.00	\$0.00	\$0.00	#DIV/0!
3. TOTAL OTHER	\$0.00	\$0.00	\$0.00	#DIV/0!

PART D: INTEREST	
1. Earned on Advances	_____ <b>\$0.00</b>
2. Return on Advances	_____ <b>\$0.00</b>
3. Other Earned	_____ <b>\$0.00</b>

**RECEIPTS AND EXPENDITURE REPORT  
OLDER AMERICAN ACT**

PROVIDER NAME, ADDRESS, PHONE# AND FEID#	PROGRAM FUNDING SOURCE:	Contract # _____
	Title III	Contract Period _____
	C2	Report Period _____
	PSA _____	Report # _____
		Invoice # _____

CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by : \_\_\_\_\_ Date : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Federal Funds	\$0.00	\$0.00	\$0.00	#DIV/0!
2. State Funds	\$0.00	\$0.00	\$0.00	#DIV/0!
3. Program Income - Non Match	\$0.00	\$0.00	\$0.00	#DIV/0!
4. Local Cash Match	\$0.00	\$0.00	\$0.00	#DIV/0!
5. SUBTOTAL: CASH RECEIPTS	\$0.00	\$0.00	\$0.00	#DIV/0!
6. Local In-Kind Match	\$0.00	\$0.00	\$0.00	#DIV/0!
7. TOTAL RECEIPTS	\$0.00	\$0.00	\$0.00	#DIV/0!

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Subcontractor	\$0.00	\$0.00	\$0.00	#DIV/0!
2. C2 Set Aside DRR (Disaster Recovery Reserve)	\$0.00	\$0.00	\$0.00	#DIV/0!
3. TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	#DIV/0!

PART C : OTHER EXPENDITURES (For Tracking Purposes only)	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Match				
a. Other and In-Kind	\$0.00	\$0.00	\$0.00	#DIV/0!
b. Local Match	\$0.00	\$0.00	\$0.00	#DIV/0!
2. Program Income	\$0.00	\$0.00	\$0.00	#DIV/0!
3. TOTAL OTHER	\$0.00	\$0.00	\$0.00	#DIV/0!

PART D: INTEREST	
1. Earned on Advances	<u>    \$0.00    </u>
2. Return on Advances	<u>    \$0.00    </u>
3. Other Earned	<u>    \$0.00    </u>