

## **Program Instructions**

---

**AOA-PI-98-02 - August 4, 1998**

---

**TO : STATE AGENCIES ON AGING ADMINISTERING PLANS UNDER TITLE III OF THE OLDER AMERICANS ACT OF 1965, AS AMENDED**

**SUBJECT : REALLOTMENT PROCEDURE for 1998 TITLE III Formula Grant Funds**

**LEGAL AND RELATED REFERENCES : Section 304(b) of the Older Americans Act of 1965, As Amended**

---

The purpose of this memorandum is to provide guidance for state agencies to notify the Administration on Aging (AoA) of:

1) the amount, if any, of FY 1998 Title III funds which states will not use by September 30, 1998, and will release for reallocation; and 2) the request for additional Title III funds which could be obligated by the state agencies in FY 1998 and, FY 1999. As you know, Title III funds, which are made available through reallocation, are available for obligation by state agencies during the following fiscal year in which funds were appropriated.

### **Release of Funds**

State agencies not intending to use the full amount of their Title III allotments should submit a statement signed by the authorized state agency official releasing Title III funds for reallocation. This statement must identify from which allotment the funds are being released. If a state releases funds for reallocation, a revised Grant Award will be issued reflecting the decrease.

### **Request for Funds**

If additional funds can be utilized, state agencies should submit a brief statement requesting additional funds signed by the appropriate state agency official. The statement must identify the allotment for which additional funds are being requested. States should submit an original and one copy of their statements to the AoA Regional Administrator by September 11, 1998. States are reminded that funds received in reallocation are one-time awards, and there is no assurance of the receipt of similar amounts in FY 1999.

Jeanette C. Takamura  
Assistant Secretary for Aging

DUE DATE: September 11, 1998, for submission to

INQUIRIES: Inquiries should be addressed to Regional Administrators on Aging, DHHS regional offices.