COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA. 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD #08-01-02	**2. Disposition:** Rescinds APD #07-01-05
	3. Issuance Date: September 25, 2008	**4. Effective Date:** July 1, 2008
	5. Program Area: AAA Administration	
6. Origin: Bureau of Program Integrity	**7. Contact:** Bureau of Program Integrity (717) 265-7888	

AGING PROGRAM DIRECTIVE

SUBJECT: **AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2008-2009**

TO:

COUNTY COMMISSIONERS
COMPTROLLER
EXECUTIVE STAFF
AREA AGENCIES ON AGING
ADMINISTRATION ON AGING
PA ASSOCIATION OF AREA AGENCIES ON AGING
CHAIRPERSONS, NON-PROFIT AAA GOVERNING BOARDS
PDA GRANTEES AND CONTRACTORS
DPW, OFFICE OF PROGRAM DEVELOPMENT AND SUPPORT
PA STATE ASSOC. OF COUNTY COMMISSIONERS

FROM:

Nora Dowd Eisenhower
Secretary
Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive (APD) is to (1) delineate minimum requirements for FY 2008-09 Area Agency on Aging (AAA) program; (2) set forth procedures for the development and submission of the FY 2008-09 Aging Services Block Grant Application; and (3) transmit for planning purposes the FY 2008-09 funding allocation levels for each AAA.

BACKGROUND: This APD transmits, in one document, all key information required for the submission of the FY 2008-09 Aging Block Grant Application. The AAAs are advised to refer to this APD frequently throughout the planning process for the development of these plans.

FY 2006-07 BLOCK GRANT: The allocations for the funds included in the Block Grant are segregated to denote Regular Block Grant, Medicaid Assessment (MA), State Family Caregiver Support Program (SFCSP), Federal Family Caregiver Support Program

(FFCSP), Nutrition Services Incentive Program (NSIP), APPRISE Telecenters, APPRISE Outreach, Direct Care Worker, and Regional Ombudsman Coordinator (ROC).

For the FY 2008-09, the Department of Aging is providing a $2,096,380 supplemental increase in regular block grant funding which includes both state and federal funds. These funds represent a 1% increase in the State PennCare appropriation. Additional changes in funding are indicated below.

- The NSIP allocation was increased by $500,000. This increase was distributed to AAAs based on the percentage of total meals provided statewide.

- Federal Family Caregiver funding was decreased by 1%. Each AAA allocation was decreased proportionately.

- The State FCSP funding increased by the amount of state match included in the Federal Family caregiver reduction. Each AAA allocation was increased proportionately.

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

AAAs that operate/fund mental health referral programs must now report these activities under the Information & Referral Cost Center. AAAs may only utilize the approved cost centers when preparing the budget.

The funding levels displayed on ABGATCHA are projected levels. Final allocations remain subject to final federal appropriations and the final State Budget when it is adopted by the General Assembly and signed by the Governor.

The AAA must be organized in a manner which avoids conflicts with the mission and responsibilities of an AAA. At a minimum, the AAA Director and all subordinate staff must be free from any responsibilities for the oversight or operation of:

- Nursing facilities, personal care homes, home health agencies; and

- Any other organization which would be in a position to financially benefit from favorable decisions by an AAA.

MINIMUM PROGRAM AND FUNDING REQUIREMENTS FOR FY 2008-09

The following requirements will apply:

1. IN HOME SERVICE PARAMETER

The Department of Aging has established a minimum parameter of 51.6% of funding levels for the provision of in-home services. The In-Home Services Parameter Schedule identifies the minimum amount each AAA must expend on in-home services for the FY 2008-09. The calculation base for the 51.6% parameter was the total amount of the original individual FY 2002-03 Block Grant allocations for the Regular Block Grant, MAs, SFCSP, FFCSP and Direct Care Worker Program plus the amount of the AAA's amended FY 2002-03 Attendant Care allocation. The developed in-home services parameters for each AAA as shown on the In-Home Service Parameter Schedule is either the application of the 51.6% to the described calculation base or the total of the AAA's projected FY 2000-01 in-home service expenditures, whichever is less.

The following cost centers have been identified as in-home services for the purpose of meeting this parameter: Home Delivered Meals, Home Health, Personal Care, Personal Assistance Service, Attendant Care, Overnight Shelter/Supervision, Environmental Modifications, Medical Equipment/ Supplies/Adaptive Devices, Home Support, Adult Day Care, Assessments, Care Management and Consumer Reimbursement.

2. PUBLIC HEARINGS

Public hearings must be held on the Aging Block Grant Application prior to submission of the final Application. Information provided to the public for such hearings must include: a clear statement of the AAA's financial and program intent, all major changes in service delivery patterns, location and/or method of service delivery and proposed cost center budgets. On request, the AAA must make available for public review copies of the draft Aging Block Grant Application, Supplement and the approved Comprehensive Three-Year Plan.

3. REIMBURSEMENT

Reimbursement may not be claimed for services rendered prior to final approval of the application by all necessary authorities.

4. MANDATORY RETIREMENT

Neither the AAA nor any AAA subcontractor may apply a policy of mandatory retirement to positions funded under this application.

5. ADMINISTRATIVE COSTS

No more than 10% of the funds allocated in the Total Block Grant may be budgeted and expended on AAA Administration.

AAAs must adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts". This directive identifies that 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. These costs are considered to be part of the AAA's administrative cost center.

6. MEDICAID ASSESSMENT

Each AAA has been awarded a MA Assessment and I&R allocation based on the FY07-08 final allocation. The Department of Aging and the OLTL will review and validate reported expenditures and MA assessment activity in early FY 2008-09 to ensure appropriate adjustments are made to the original MA assessment allocations. The adjustments will reflect the actual number of assessments performed by the AAA during the fiscal year.

The amount of the MA Assessments allocation (Column 2 of the Allocation Schedule) must be budgeted on Pre-Admission Assessment activities including Administration and I&R according to the allocation.

AAA Administrative costs related to MA must not exceed 10% of the MA Assessment allocation.

Funding for MA Assessment is provided through the utilization of federal Title XIX funds and state matching funds.

Administrative expenses associated with MA Assessment activities and comprehensive assessments/recertifications are funded at 50% federal funds and 50% state funds, except for that portion of the comprehensive assessments/recertifications provided by skilled professional medical personnel as identified on ABG11-06, which is funded at 75% federal funds and 25% state funds.

OBRA screens are funded at 75% federal funds and 25% state funds.

AAAs must budget at least the amounts identified on the MA Assessment Allocation Schedule (ABGATCHA). Reallocation of funds between the 75/25% federal financial participation and the 50/50% federal financial participation is permitted only with the express written authorization of the Bureau of Program Integrity in the Department of Aging.

Agencies may move funds between AAA Administration, MA Assessments and OBRA Assessments as long as the 75/25% and 10% administration perimeters are met.

AAAs are to follow the instructions that are in APD #02-01-04, "OPTIONS Procedures Manual", dated February 14, 2002, and any subsequent revisions or amendments thereto or any other policy directive or clarification issued by the Department of Aging.

7. STATE FAMILY CAREGIVER SUPPORT PROGRAM (SFCSP)

At least the amount of the SFCSP allocation must be budgeted on SFCSP activities including Administration. AAA Administration costs charged to the SFCSP allocation must not exceed 10% of the SFCSP allocation. At least 55% of the allocated SFCSP funding must be budgeted and expended for financial assistance to caregivers.

Of the SFCSP allocation, no more than 20% of the amount budgeted and expended for financial assistance to caregivers may be budgeted and expended for home modifications and assistive devices.

The AAA may reallocate SFCSP funds between SFCSP budget categories in an amount up to 10% or $10,000, whichever is greater. All reallocations of SFCSP funds between SFCSP budget categories in excess of 25% or $10,000, whichever is greater, must receive prior approval from the Department of Aging.

No reallocation of SFCSP funds shall be made that will result in non-compliance with the established minimal parameters.

In administering cost sharing for the SFCSP, AAAs must comply with the provisions of the SFCSP Cost Sharing Chart listed in the Family Caregiver Support Reimbursement Benefits Cost Sharing Guide.

The regulations governing the SFCSP were published in PA Code, Title 6, Chapter 20, effective July 11, 1992. Funds expended under the SFCSP allocation must be administered in strict accordance with those regulations.

8. FEDERAL FAMILY CAREGIVER SUPPORT PROGRAM (FFCSP)

The total FFCSP Allocation includes the federal dollar amount representing a maximum of 75% of each AAA's FFCSP budget and the 25% non-federal matching funds from the SFCSP allocation as required. Each AAA must ensure that the SFCSP match funds (identified on ABGATCHA - FFCSP Allocation Schedule) are utilized for consumers who meet the program requirements for both the FFCSP and the SFCSP.

Only the amount of the total FFCSP allocation must be budgeted on FFCSP activities, including Administration. AAAs are not permitted to exceed their allocated funds in the FFCSP.

AAA administration costs charged to the total FFCSP allocation must not exceed 10% of the Federal allocation.

Of the total FFCSP allocation, no more than 20% of the total allocation may be budgeted for Supplemental Services. The Department of Aging defines Supplemental Services as consumable supplies, home modifications and assistive devices.

The AAA may reallocate FFCSP funds between FFCSP budget categories in an amount up to 10% or $10,000, whichever is greater.

All reallocations of FFCSP funds between FFCSP categories in an amount over 10% or $10,000, whichever is greater, must receive prior approval from the Department of Aging. All reallocations of FFCSP funds shall comply with the established minimal parameters.

As always, AAAs are encouraged to budget categorical funds prior to the utilization of local resources. AAAs should review the current caseload and/or waiting list for consumers who qualify for benefits in the FFCSP. The FFCSP allocation should then be applied to allowable costs associated with providing services to eligible consumers and their caregivers.

The policy governing the FFCSP is included in APD #01-01-05 and #01-01-02 issued on August 6, 2001, and April 13, 2001, respectively. Funds expended under the FFCSP allocation must be administered in strict accordance with these policies.

9. NURSING HOME TRANSITION PROGRAM

The NHT funding is no longer a part of the Aging Block Grant. All funding for this program is now found in the PDA Waiver Agreement.

10. U. S. NUTRITION SERVICES INCENTIVE PROGRAM CASH

The allocation for each AAA is based on the number of eligible meals served in the previous fiscal year. In recent years, the AAA network has reported a decrease in the total number of eligible meals served to consumers. This trend continued in the Federal FY 2007-08. Because these funds are distributed to states according to percentage of meals nationally the Department has a $500,000 overall increase in NSIP funding to the network.

Please note that NSIP funds may be utilized to assist the AAA in meeting its in-home services parameter.

11. APPRISE

Funding for APPRISE must be dedicated to training sessions, Medicare Part D enrollment and information meeting, informational efforts, equipment needs such as laptops and LCD projectors, and other activities related to Medicare benefits, Medicare Advantage plan selection, Medicare Part D assistance, application for assistance and outreach to enroll people in the low Income assistance programs for Medicare premiums, and long-term care insurance.

A minimal amount of funding should be designated to personnel cost. Federal funding for the APPRISE program requires that the program provide Medicare Part D assistance to the Medicaid/Medicare enrolled individual with a mental health diagnosis.

AAAs should carefully analyze its costs allocation methodologies associated with these funds. Funds for telecenters must be expended on the daily operations of the telecenters activities; this money must not be utilized for other activities. PDA has established $13,000 as the minimum funding level for each telecenters. These funds are included in the Block Grant Allocation for the effected AAAs.

Funding for the APPRISE Program is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide APPRISE Program services consistent with the established program requirements.

Funds for the AAA's APPRISE Program must be budgeted and expended on allowable activities in the Information and Referral and/or the Senior Community Center Services cost center(s). AAAs that receive funding for the telecenters and APPRISE Outreach must budget these funds in the information and referral cost center.

12. HEALTH PROMOTION

Funding for the Health Promotion Program is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide Health Promotion Program services consistent with the established program requirements.

Funds for the AAA's Health Promotion Program must be budgeted and expended on allowable activities in the Senior Community Center Services cost center.

13. MEDICATION MANAGEMENT

Funding for Medication Management activities is part of the AAA's Health Promotion Program. Funding for this service is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide Medication Management program services consistent with the established program requirements. Funds for medication management screening and education to prevent incorrect medication and drug reactions must be budgeted in the Senior Community Center Services cost center.

14. OMBUDSMAN

Each AAA must budget and provide monies for the local ombudsman program, or contracting provider, for recruitment, training and management of volunteers to perform activities as ombudsmen for the Long Term Care Ombudsman Program subject to policies and reporting requirements

contained in APD #98-10-01. The corresponding amounts identified by AAAs are as outlined in the formulary attached as Attachment A.

If the AAA utilizes a contractor to administer the volunteer ombudsman component, at least the amount of the **ombudsman volunteers** allocation must be provided to the contractor for the volunteer ombudsman program. These funds must be over and above any other funds expended on Ombudsman activities and must be reported in the Ombudsman cost center. The corresponding amounts identified by AAAs are as displayed on the Allocation Schedule (ABGATCHA).

Note: The ombudsman allocations are subject to adjustment in the final budget amendment based on the performance of the local ombudsman program in relation to the performance to the performance of the volunteer ombudsman component.

Ombudsman allocations are to be used solely for the purposes of recruitment, retention, training and management of volunteers performing activities as ombudsman for the Ombudsman program.

Uses include:

- Recruitment efforts; advertising, training, backyard training sessions, meals for volunteers, mileage for volunteers, and appropriate staff time. Staff time should be reflective of time spent on management of a volunteer ombudsman program.
- Retention; ongoing meetings with volunteers, copying/printing of the ombudsman connection newsletter for volunteer ombudsman, training materials and stipends, speakers, meals, mileage, and volunteer recognition.
- Equipment; the purchase of equipment to provide training such as laptop computer and LCD projector are allowed.

Uses do not include:

- Cost of standardized orientation
- Meal provision for backyard Tier I training

AAAs that receive PEER funding must budget and expend the funding on support and maintenance of the PEER project for FY 2008-2009. If a contractor in utilized to administer the PEER project, must provide at least the amount of the PEER funding to the contractor.

Uses include;

- Training costs for staff, support, copying, meals for PEERs, transportation, aides support and other services
- Equipment needed to perform and support local PEERS Projects including laptop computers and LCD projectors.

AAAs that are assigned to provide the lead Regional Ombudsman Coordinator or Regional Ombudsman Coordinators (ROC) activities must budget these funds in the ombudsman cost center. PDA will negotiate separate budget and reporting requirements with the AAAs that are hosting the Regional Ombudsman Coordinators.

In addition, each AAA must budget an amount of funds equal to the AAA share of Ombudsman activities charged to Older Americans Title III funds in FY 2000-01.

Attachment A contains the minimum funds that must be budgeted for ombudsman activities. All ombudsman activities for all ombudsman funding sources, projects and program must be budgeted and expended in the ombudsman cost center.

15. ATTENDANT CARE

Attendant Care services must be reported for two groups of consumers:

1. Individuals who transitioned from the DPW Act 150 Program (which serves consumers between ages 18 and 59) to the Aging Services Network after July 1, 1995, and are still eligible for Attendant Care; and

2. Individuals who reach age 60 during this fiscal year and are receiving services through the DPW Act 150 Program prior to age 60.

For those consumers receiving service under categories one and two, the AAA will contract with the DPW Under 60 Program provider and continue to fund the care plan as developed by the DPW attendant care program provider.

PDA has allocated 85% of the AAAs FY2008-09 anticipated expenditures in the Block Grant allocation. PDA will reimburse the AAA for its allowable Attendant Care costs by issuing a second amendment to the AAA's Block Grant allocation in and around March 2009. **Final reimbursement will be based on service authorizations and service delivery as reported in the SAMS data base. AAAs must ensure that all care plan and service delivery information is entered in SAMS correctly in order to be fully reimbursed for Attendant Care.**

For budgeting purposes, AAAs must identify anticipated Attendant Care costs in the Aging Block Grant Application as follows:

- The Attendant Care funding allocation must be shown on line 67 of the Line Item Budget spreadsheet in the line item budget workbook (LIB09XXY.XLS)

- The difference between the AAA allocation for Attendant Care, and the AAAs projected expenditure for the fiscal year for Attendant Care must be shown on line 78 – Attendant Care (OTHER PDA GRANTS)

These entries together will identify the projected cost of the Attendant Care Program.

The AAA is not responsible for paying the DPW Under 60 Attendant Care providers for the cost of services received by Attendant Care Waiver consumers 60 years of age or older. The DPW Attendant Care providers will continue to invoice DPW directly for the cost of services provided to Attendant Care Waiver consumers, regardless of age.

16. PASSENGER TRANSPORTATION SERVICES

AAAs should continue to pursue funds available through Act 36-1991. AAAs directly receiving transportation funds (either operating or capital funds) must report these planned expenditures in the Aging Block Grant Application on the following documents:

- The project revenue will be shown on line 95 of the Line Item Budget spreadsheet in the line item budget workbook (LIB09XXY.XLS).

AAAs that are not directly receiving Shared-Ride Program funds must 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 must be reported in the Passenger Transportation Services cost center. The funds used for co-payments must be reflected in the respective funding source such as; Block Grant, local cash, etc.

The Shared-Ride Program provides on-going funding for the purchase of capital equipment. Funds are available to subsidize operating costs for shared-ride and demand responsive transportation services. (Allegheny and Philadelphia Counties are not eligible for these capital funds).

The Department of Aging 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”.

17. LEGAL ASSISTANCE

In all subcontracts procured for legal assistance, the provider standards contained in 45 CFR Section 1321.71 (1988) must be addressed. The Department of Aging requires all AAAs to expend a portion of the AAA’s Block Grant funds on legal assistance.

18. LINE ITEM BUDGET

The Department of Aging requires all AAAs to submit a Line Item Budget, which includes the display of the AAA's total projected annual expenditures from all resources. Block Grant resources must be identified separately as displayed on the Allocation Schedule (ABGATCHA). Projected expenditures must be listed by major and minor object for individual cost centers.

The Department of Aging will complete the Aging Block Grant Revenue Section of the Line Item Budget for each AAA. This information will be placed in the AAA's individual folder and used as the draft FY 2008-09 Block Grant budget for the AAA. The Block Grant Budget Revenue Section and the distribution to service cost centers as prepared by the Department of Aging will be based on the application of available Block Grant funds for FY 2008-09 to service cost centers in the same proportion as was budgeted and expended by the AAA in FY 2007-08. AAAs are required to submit a revised FY 2008-09 Aging Block Grant Amendment Line Item budget and Application for Support documents to the Bureau of Program Integrity by October 31, 2008.

19. DIRECT CARE WORKER

AAAs are required to follow the guidelines established in the August 27, 2008 Memorandum "FY08-09 Direct Care Worker (DCW) Guidelines" issued by Deputy Secretary Johnston-Walsh for the use of these funds.

20. DELIVERY OF SERVICES

The Older Americans Act of 1965, as amended, requires AAAs to give preference in the delivery of services to those older persons with the greatest social and economic need with particular attention to low-income minority individuals, low-income individuals and frail individuals (including individuals with any physical or mental functional impairment). In planning FY 2008-09 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 as published in the Federal Register, Volume 73, No. 15, January 23, 2008, Pages 3971-3972. The 2008 figures define poverty as being $10,400 for one person, with each additional person adding $3,600.

"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/OMNIA data base will be used to determine service levels and the numbers of consumers served.

21. ACCOUNTING MANUAL

AAAs must 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, Circular A-87, Circular A-122, etc.) in the utilization of Pennsylvania Department of Aging Block Grant funds.

22. AMENDMENTS

As stated in the Cooperative Agreement, the Department of Aging has the authority to amend the Aging Services Block Grant allocation on an as needed basis. This may occur if the AAA has not expended an appropriate level of its annual allocation by November 30, 2008. Amendments may also occur if additional funds are awarded during the year.

23. 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 or accessories.

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

All proposed fixed asset acquisitions must be reflected in the Line Item Budget fixed asset schedule. For acquisitions of additional fixed assets during the year, the AAA must receive prior approval from the Bureau of Program Integrity in the Department of Aging.

24. IN-KIND SERVICE VOLUNTEERS

Where applicable the value of In-Kind Service Volunteers should be shown in the Line Item Budget as local in-kind contribution.

The budgeted amount must not be distributed to the respective cost centers to which the volunteer services apply.

25. PROGRAM INCOME

APD #05-01-11, "Area Agency on Aging 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 Older Americans Act funds that is on hand as of June 30, 2008, must be budgeted and expended during FY 2008-09.

- Local Program Income – The June 30, 2008, balance of local program income generated from services funded by non-federal sources must not exceed 10% of the AAA's total Block Grant allocation for FY 2008-09 or $400,000, whichever is greater. These funds must be budgeted and expended in consumer service cost centers.

- Options State Cost Sharing Funds – The June 30, 2008, balance of Options State Cost Sharing Fund collections must be budgeted and expended during FY 2008-09.

- Attendant Care and local fee scales funds received are reported as Options State Cost Sharing Funds.

The APD also states that failure to comply with these policies could result in the reduction of Aging Block Grant funding to the AAA.

For FY 2008-09, 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 must be budgeted and expended only in the seven (7) federally funded cost centers.

AAAs must comply with the provisions of APD #05-01-11 concerning excessive balances of program income collections. AAAs are advised that payments of funds on FY 2008-09 Aging Block Grant contracts will be contingent upon the compliance of AAAs with the federal and state requirements for program income and cost sharing fund balances.

If an AAA has excessive balances of Federal Program Income, Local Program Income or Options State Cost Sharing Funds as of June 30, 2008 (Fourth Quarter FRR), its Block Grant payment for October 2008 and subsequent monthly payments will 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 must be included under "Other Resources".

26. MATCH FOR FEDERAL DOLLARS

AAAs that intend to use Block Grant funds as match for other federal funding must notify the Bureau of Program Integrity in the Department of Aging in writing. The Department of Aging will issue a statement to the agency clarifying that only state funds are allocated to the affected cost center(s).

27. SERVICE COSTS

The Department of Aging may require AAAs to justify costs, which appear to be significantly above or below statewide averages for approval of the Aging Block Grant.

28. BUDGETING FEDERAL FUNDS

Federal cost centers are Home Delivered Meals, Congregate Meals, Passenger Transportation, Information and Referral, Legal Assistance, Ombudsman and Senior Community Center Services. AAAs are strongly encouraged to budget and expend Aging Block Grant and Federal Program Income funds, prior to allocating other resources to these seven cost centers. This will enable the Department of Aging to meet federal spending parameters.

29. SENIOR CENTERS

AAAs are required to request and receive written approval from the Bureau of Individual Support, in the Office of Long Term Living prior to implementing plans to open, close or relocate a senior center or a satellite senior center.

30. COMPLIANCE WITH COOPERATIVE AGREEMENT

The AAA must comply with all the terms and provisions identified in the Pennsylvania Department of Aging Cooperative Agreement between the Department of Aging and the AAA.

31. REIMBURSEMENT RATES

The Commonwealth of Pennsylvania's Office of Administration establishes travel, lodging and subsistence allowable maximum reimbursement rates. AAAs are able to access the most current information on the Office of Administration's web site at www.oa.state.pa.us. This information is found under Management Directives, Management Administration Support, #230.10 Travel and Subsistence Allowances. Please refer to the most recent revision for the approved rates.

33. SUBMISSION REQUIREMENTS

Revised fiscal documents of the Block Grant Application are due in the Department by October 31, 2008. Documents must be transmitted

electronically to the Department of Aging in accordance with "Procedures For AAAs To Submit Program Reports To The Department of Aging". If technical assistance is needed for the electronic transmission of the Block Grant Application, AAAs are instructed to contact the Management Information Systems (MIS) Division of the Department of Aging.

The following documents must be submitted electronically to the Department of Aging:

LIB09XXY	Line Item Budget
GOVBD09	Governing Board Information

The Application for the Support Document, the Non-Profit Governing Board Listing and the County Commissioner Listing Sheets are included in Attachment B. One copy of ABGAPP-09 Application for Support for Area Plan on Aging (with original signatures), must be completed and mailed to the Bureau of Program Integrity by Friday, October 31, 2008. The Non-Profit Governing Board Listing and the County Commissioner Listing Sheets must be electronically transmitted by that date.

All AAAs are required to submit governing authority information. On the Non-Profit Governing Board Listing Sheet, the non-profit AAAs will list the name, address, office held and date of appointment for each member of the AAA's governing board. Public AAAs must utilize the County Commissioner Listing sheet to identify the name and office address for each of the elected County Commissioners and identify the chairperson. This information must be e-mailed to Ms. Lynnette Harris, anitharris@state.pa.us by October 31, 2008.

Questions regarding the completion of the Aging Services Block Grant budget documents and Line Item Budget workbook should be directed to Mr. Rob Heinlen. Mr. Heinlen can be contacted by telephone at (717) 265-7888 or by E-mail as follows:

Mr. Rob Heinlen rheinlen@state.pa.us

FY 2008-09 Non-Profit Governing Boards

For private, non-profit agencies: please list names, addresses and office held, if any, of the members of the AAA governing board.

Area Agency on Aging Name:_____PSA#:____

Name of Member	Address	Office Held	Date of Appointment

NOTE: REVISED LISTING MUST BE SUBMITTED WHEN CHANGES IN MEMBERSHIP OCCUR THROUGHOUT THE YEAR.

FY 2008-09 County Commissioners

For public agencies: please list the name and the office address for each county commissioner. AAAs that are assigned a planning and service area that encompass more than one county must list all commissioners and identify the County served.

Area Agency on Aging Name:_____ PSA#:____

Name of Member	**Office Address**	**Office Held (Chair or Member)**	**County**

NOTE: REVISED LISTING MUST BE SUBMITTED IF CHANGES IN MEMBERSHIP OCCUR DURING THE YEAR.

APPLICATION FOR SUPPORT FOR AREA PLAN ON AGING

PROJECT PERIOD: July 1, 2008 to June 30, 2009 ABGAPP09

1. Planning and Service Area (PSA No. and Counties Included)
   a. County Agency
   b. Private Non-Profit ☐ (See Item 9 attached.)

2. Name and Address of Area Agency on Aging

   _____
   Area Code and Telephone Number

4. Name and Address of Single Organization Unit (If different from Item 2)

   _____
   Area Code and Telephone Number

3. Name, Title and Address of Administrator of Area Agency on Aging

   _____
   Area Code and Telephone Number

5. Title and Address of Payee (Specify Organizational Unit and Address to which checks should be issued - do not indicate the name of a person)

   _____

6. IRS Number

7. I certify that I am authorized to submit this plan on behalf of the designated Area Agency on Aging and agree to abide by regulations issued by the Pennsylvania Department of Aging, the U.S. Department of Health and Human Services, and the U.S. Department of Labor. I also agree to abide by the Aging Program Directives issued by the Pennsylvania Department of Aging. The general public has had an opportunity to review and comment on this proposal through a public hearing process. I further agree that checks may be drawn as shown in No. 5 above.

   _____ _____ _____
   Signature of Governing Authority Official, e.g. Chairman of County Commissioners or President, Board of Directors — Title — Date

8. I certify that the Advisory Council of the Area Agency on Aging has participated in the development of the Area Plan and has reviewed the plan as herewith anticipated.

   The Advisory Council does _____ or does not _____ recommend approval.

   _____ _____ _____
   Signature of Chief Officer of Advisory — Title — Date

   Address: _____ Phone: (____) _____-_____
   _____
   _____
   _____

AMENDMENT #1
BLOCK GRANT ALLOCATION
FY 2008-09

		(1) REGULAR BLOCK GRANT	(2) MEDICAID ASSESSMENTS	(3) FAMILY CAREGIVER	(4) FED FAMILY CAREGIVER	(5) NSIP	(6) APPRISE	(7) HEALTH PROMOTION	(8) MEDICATION MANAGEMENT	(9) ATTENDANT CARE	(10) DIRECT CARE WORKER	(11) GUARDIANSHIP	(12) NHT	(13) OTHER	(14) TOTAL ALL FUNDS
01	ERIE	4,411,598	551,516	162,635	206,992	76,153	25,856	20,099	5,571	412,696	43,948	-	-	1,000	5,918,064
02	CRAWFORD	2,137,845	238,319	98,994	96,002	37,848	14,290	9,579	2,674	30,697	20,124	-	-	166,500	2,852,872
03	CAM/ELK/MCKEAN	2,104,494	275,129	108,824	106,458	57,923	14,755	10,542	2,935	398,773	42,436	-	-	12,050	3,134,319
04	BEAVER	3,472,650	406,324	125,817	176,430	23,811	20,939	17,257	4,782	212,529	35,034	-	-	9,550	4,505,123
05	INDIANA	1,949,787	162,486	75,403	101,290	49,168	13,731	9,865	2,753	201,799	17,769	-	-	2,500	2,586,551
06	ALLEGHENY	29,841,874	2,524,999	1,068,101	1,270,211	648,514	129,561	124,199	34,420	1,900,106	312,870	-	-	490,200	38,345,055
07	WESTMORELAND	7,750,368	728,876	291,580	382,290	151,269	42,330	36,819	10,208	677,760	120,734	-	-	30,000	10,222,234
08	WASH/FAY/GREENE	10,511,355	693,920	410,310	563,274	398,856	50,428	53,310	14,788	458,671	84,784	-	-	12,500	13,252,196
09	SOMERSET	2,326,690	189,573	85,097	124,096	97,856	15,601	11,643	3,234	240,689	22,923	-	-	2,500	3,119,902
10	CAMBRIA	4,034,624	266,964	146,302	204,943	170,840	21,962	19,636	5,445	234,116	45,209	-	-	11,500	5,161,541
11	BLAIR	2,763,377	530,930	118,925	137,339	160,314	15,653	13,338	3,696	212,012	43,017	-	-	1,376,491	5,375,092
12	BED/FULT/HUNT	3,121,983	266,889	125,118	162,871	65,740	19,315	15,045	4,176	58,258	35,260	-	-	1,000	3,875,655
13	CENTRE	1,381,274	149,189	47,048	61,620	41,006	13,414	6,947	1,962	35,862	22,460	-	-	23,250	1,784,032
14	LYCOM/CLINTON	3,159,609	365,583	122,376	151,436	83,853	21,036	14,451	4,007	155,962	46,567	-	-	28,500	4,153,380
15	COLUM/MONT	1,789,613	209,021	69,296	72,896	44,177	13,275	7,905	2,221	59,648	12,440	-	-	33,000	2,313,492
16	NORTHUMBERLND	2,955,045	225,161	128,173	143,563	79,253	15,001	13,872	3,846	64,818	27,310	-	-	9,850	3,665,892
17	UNION/SNYDER	1,295,880	112,128	43,594	59,732	13,969	13,115	6,730	1,905	55,568	7,963	-	-	4,516,008	6,126,592
18	MIFF/JUNIATA	1,827,966	95,258	67,613	93,674	48,223	13,530	9,351	2,613	93,176	40,967	-	-	14,050	2,306,421
19	FRANKLIN	2,436,382	239,272	86,934	119,762	49,314	19,847	11,381	3,162	58,848	14,794	-	-	52,550	3,092,246
20	ADAMS	1,263,446	105,500	41,055	49,632	20,608	13,568	6,195	1,760	174,954	16,020	-	-	5,000	1,697,738
21	CUMBERLAND	2,273,659	426,940	84,161	87,908	22,225	22,051	7,192	2,031	103,079	28,460	-	-	503,500	3,561,206
22	PERRY	767,004	52,821	26,474	36,786	24,845	12,458	6,171	1,752	43,678	5,731	-	-	17,550	995,270
23	DAUPHIN	4,488,392	289,266	179,021	195,798	126,392	24,277	18,729	5,193	198,814	25,382	-	-	12,750	5,564,014
24	LEBANON	1,934,714	215,291	71,453	86,834	38,657	15,228	7,132	2,014	61,425	18,815	-	-	18,800	2,470,363
25	YORK	5,364,017	662,960	207,687	203,951	117,322	35,173	19,586	5,431	293,102	212,036	-		200,080	7,321,345
26	LANCASTER	5,609,386	592,154	206,861	253,362	81,792	41,941	24,159	6,700	151,932	55,119	-	-	1,000	7,024,406
27	CHESTER	3,766,491	494,999	119,625	152,032	62,500	32,699	11,199	3,131	221,302	11,297	-	-	17,000	4,892,275
28	MONTGOMERY	8,212,898	726,768	246,051	290,326	171,641	59,598	21,385	5,980	357,717	103,109	-	-	20,300	10,215,773
29	BUCKS	5,247,058	586,501	215,639	196,275	83,213	42,738	19,167	5,313	185,377	66,234	-	-	14,750	6,662,265
30	DELAWARE	8,091,925	802,338	290,054	354,532	100,639	45,397	34,639	9,600	416,395	107,068	-	-	31,750	10,284,337
31	PHILADELPHIA	56,025,883	6,381,333	1,774,877	2,964,939	862,891	134,220	240,969	66,846	1,069,353	891,510	-	-	91,850	70,504,671
32	BERKS	6,004,484	630,392	245,151	265,710	123,584	37,119	25,666	7,115	581,899	39,095	-	-	35,000	7,995,215
33	LEHIGH	4,654,532	669,778	179,780	184,066	58,324	27,757	13,557	3,791	536,982	145,388	-	-	2,500	6,476,455
34	NORTHAMPTON	4,087,354	266,941	160,003	156,467	95,018	25,481	15,123	4,193	168,534	52,473	-	-	8,000	5,039,587
35	PIKE	714,453	58,762	26,477	31,299	24,395	12,862	6,160	1,748	-	4,192	-	-	16,000	896,348
36	B/S/S/T	3,993,199	269,733	147,175	209,099	109,035	25,894	19,332	5,366	144,601	53,664	-	-	19,250	4,996,348
37	LUZERNE/WYOMING	9,360,224	683,500	358,598	433,591	282,795	40,152	42,405	11,752	214,096	134,852	-	-	28,650	11,590,615
38	LACKAWANNA	5,223,495	434,353	211,522	263,782	112,150	24,053	26,182	7,254	239,803	70,612	-	-	39,700	6,652,906
39	CARBON	1,185,509	105,534	46,090	60,270	32,510	12,960	6,216	1,766	37,901	14,559	-	-	8,000	1,511,315
40	SCHUYLKILL	4,568,989	418,139	189,201	240,535	84,733	23,434	22,956	6,366	154,663	81,276	-	-	211,196	6,001,488
41	CLEARFIELD	2,229,583	201,412	83,059	117,138	89,237	14,800	11,120	3,092	171,072	56,070	-	-	30,850	3,007,433
42	JEFFERSON	1,281,851	172,072	53,800	60,527	42,024	12,727	6,919	1,955	188,441	21,194	-	-	39,500	1,881,010
43	FOREST/WARREN	1,026,619	120,969	35,724	46,271	41,373	12,659	6,188	1,758	62,369	19,612	-	-	13,250	1,386,792
44	VENANGO	1,267,563	116,575	50,636	57,364	32,764	12,856	6,678	1,891	115,115	18,234	-	-	3,350	1,683,026
45	ARMSTRONG	1,994,604	120,218	78,698	95,424	82,118	14,106	9,469	2,646	96,570	29,717	-	-	3,000	2,526,570
46	LAWRENCE	2,116,483	163,758	82,779	100,951	46,651	14,034	10,152	2,829	-	15,278	-	-	1,000	2,553,915
47	MERCER	2,322,893	214,497	83,726	118,468	57,634	17,661	11,473	3,188	200,289	27,706	-	-	14,050	3,071,585
48	MONROE	1,655,963	166,656	48,955	76,852	29,268	17,478	6,573	1,862	91,786	15,800	-	-	24,000	2,135,193
49	CLARION	954,686	83,314	34,264	50,943	31,547	12,613	6,200	1,761	154,391	17,283	-	-	1,000	1,348,002
50	BUTLER	2,546,870	330,763	108,761	114,272	63,357	21,634	11,071	3,079	258,351	23,288	-	-	6,200	3,487,646
51	POTTER	589,962	75,031	26,478	30,440	11,928	12,080	6,157	1,748	7,874	7,183	-	-	82,500	851,381
52	WAYNE	1,178,872	119,121	37,007	59,295	38,743	13,001	6,730	1,905	60,005	15,134	-	-	4,350	1,534,163
	TOTALS	251,275,475	24,989,926	9,132,982	11,880,018	5,500,000	1,378,348	1,104,819	307,214	12,323,858	3,400,000	-	-	8,318,675	329,611,315

AMENDMENT #1
OTHER FUNDS
FY 2008-09

		(1) Ombudsman ROC	(2) Ombudsman Peer Incentive	(3) Ombudsman Volunteers	(4) Apprise Telecenters	(5) Apprise Ehan. Telcntr.	(6) Apprise Training	(7) Apprise Enhan. Trng.	(8) Apprise Outreach	(9) Apprise HSOA Part.	(10) Apprise B. H.	(11) Apprise Expand. B.H.	(12) Apprise End of Life
01	ERIE	0	0	1,000	0	0	0	0	0	0	0	0	0
02	CRAWFORD	156,000	7,000	1,000	0	0	0	0	0	0	0	0	0
03	CAM/ELK/MCKEAN	0	7,000	2,500	0	0	0	0	0	0	0	0	0
04	BEAVER	0	4,050	2,500	0	0	0	0	0	0	0	0	0
05	INDIANA	0	0	2,500	0	0	0	0	0	0	0	0	0
06	ALLEGHENY	0	0	10,000	15,000	2,500	0	0	0	25,000	0	0	150,000
07	WESTMORELAND	0	0	7,500	15,000	2,500	0	0	0	0	0	0	
08	WASH/FAY/GREENE	0	0	7,500	0	0	0	0	0	0	0	0	
09	SOMERSET	0	0	2,500	0	0	0	0	0	0	0	0	
10	CAMBRIA	0	7,000	2,500	0	0	0	0	0	0	0	0	
11	BLAIR	0	7,000	7,500	15,000	2,500	66,500	39,052	433,939	0	0	0	
12	BED/FULT/HUNT	0	0	1,000	0	0	0	0	0	0	0	0	
13	CENTRE	0	0	2,500	15,000	2,500	0	0	0	0	0	0	
14	LYCOM/CLINTON	0	7,000	10,000	0	0	0	0	0	0	0	0	
15	COLUM/MONT	0	7,000	13,500	0	0	0	0	0	0	0	0	
16	NORTHUMBERLND	0	0	1,000	0	0	0	0	0	0	0	0	
17	UNION/SNYDER	0	0	1,000	0	0	0	0	0	0	0	0	
18	MIFF/JUNIATA	0	4,050	7,500	0	0	0	0	0	0	0	0	
19	FRANKLIN	0	4,050	7,500	0	0	0	0	0	0	0	0	
20	ADAMS	0	0	1,000	0	0	0	0	0	0	0	0	
21	CUMBERLAND	0	0	2,500	0	0	0	0	0	0	0	0	
22	PERRY	0	4,050	2,500	0	0	0	0	0	0	0	0	
23	DAUPHIN	0	0	7,500	0	0	0	0	0	0	0	0	
24	LEBANON	0	4,050	2,500	0	0	0	0	0	0	0	0	
25	YORK	0	0	7,500	0	0	0	0	0	0	82,080	90,000	
26	LANCASTER	0	0	1,000	0	0	0	0	0	0	0	0	
27	CHESTER	0	0	10,000	0	0	0	0	0	0	0	0	
28	MONTGOMERY	0	4,050	10,000	0	0	0	0	0	0	0	0	
29	BUCKS	0	0	1,000	0	0	0	0	0	0	0	0	
30	DELAWARE	0	0	10,000	15,000	2,500	0	0	0	0	0	0	
31	PHILADELPHIA	0	0	10,000	15,000	2,500	0	0	0	25,000	0	0	
32	BERKS	0	0	7,500	15,000	2,500	0	0	0	0	0	0	
33	LEHIGH	0	0	1,000	0	0	0	0	0	0	0	0	
34	NORTHAMPTON	0	0	1,000	0	0	0	0	0	0	0	0	
35	PIKE	0	0	1,000	0	0	0	0	0	0	0	0	
36	B/S/S/T	0	7,000	10,000	0	0	0	0	0	0	0	0	
37	LUZERNE/WYOMING	0	7,000	13,500	0	0	0	0	0	0	0	0	
38	LACKAWANNA	0	7,000	10,000	15,000	2,500	0	0	0	0	0	0	
39	CARBON	0	7,000	1,000	0	0	0	0	0	0	0	0	
40	SCHUYLKILL	73,000	7,000	13,500	15,000	2,500	10,350	0	82,346	0	0	0	
41	CLEARFIELD	0	7,000	2,500	15,000	2,500	0	0	0	0	0	0	
42	JEFFERSON	0	7,000	10,000	15,000	2,500	0	0	0	0	0	0	
43	FOREST/WARREN	0	7,000	2,500	0	0	0	0	0	0	0	0	
44	VENANGO	0	0	1,000	0	0	0	0	0	0	0	0	
45	ARMSTRONG	0	0	1,000	0	0	0	0	0	0	0	0	
46	LAWRENCE	0	0	1,000	0	0	0	0	0	0	0	0	
47	MERCER	0	4,050	10,000	0	0	0	0	0	0	0	0	
48	MONROE	0	0	2,500	15,000	2,500	0	0	0	0	0	0	
49	CLARION	0	0	1,000	0	0	0	0	0	0	0	0	
50	BUTLER	0	0	1,000	0	0	0	0	0	0	0	0	
51	POTTER	73,000	7,000	2,500	0	0	0	0	0	0	0	0	
52	WAYNE	0	0	1,000	0	0	0	0	0	0	0	0	
	TOTALS	302,000	133,350	251,000	180,000	30,000	76,850	39,052	516,285	50,000	82,080	90,000	150,00

AMENDMENT #1
OTHER FUNDS
FY 2008-09

		(13) Apprise PSU Study	(14) Apprise Volunteers	(15) Apprise Vol. Study	(16) ADRC Link	(17) 0 NHT	(18) 0 SNHT	(19) PennCare End of Life #2	(20) Healthy Steps Sr Ctr. Part.	(21) Discretionary	(22) Dom Care Training	(23) Other	(24) TOTAL OTHER
01	ERIE	0	0	0	0	0	0	0	0	0	0	0	1,000
02	CRAWFORD	0	0	0	0	0	0	0	2,500	0	0	0	166,500
03	CAM/ELK/MCKEAN	0	0	0	0	0	0	0	2,550	0	0	0	12,050
04	BEAVER	0	0	0	0	0	0	0	3,000	0	0	0	9,550
05	INDIANA	0	0	0	0	0	0	0	0	0	0	0	2,500
06	ALLEGHENY	0	0	0	143,000	0	0	100,000	44,700	0	0	0	490,200
07	WESTMORELAND	0	0	0	0	0	0	0	5,000	0	0	0	30,000
08	WASH/FAY/GREENE	0	0	0	0	0	0	0	5,000	0	0	0	12,500
09	SOMERSET	0	0	0	0	0	0	0	0	0	0	0	2,500
10	CAMBRIA	0	0	0	0	0	0	0	2,000	0	0	0	11,500
11	BLAIR	5,000	0	80,000	0	0	720,000	0	0	0	0	0	1,376,491
12	BED/FULT/HUNT	0	0	0	0	0	0	0	0	0	0	0	1,000
13	CENTRE	0	0	0	0	0	0	0	3,250	0	0	0	23,250
14	LYCOM/CLINTON	0	0	0	0	0	0	0	11,500	0	0	0	28,500
15	COLUM/MONT	0	0	0	0	0	0	0	12,500	0	0	0	33,000
16	NORTHUMBERLND	0	0	0	0	0	0	0	8,850	0	0	0	9,850
17	UNION/SNYDER	0	200,000	0	0	3,415,008	0	0	0	700,000	200,000	0	4,516,008
18	MIFF/JUNIATA	0	0	0	0	0	0	0	2,500	0	0	0	14,050
19	FRANKLIN	0	0	0	0	0	0	0	41,000	0	0	0	52,550
20	ADAMS	0	0	0	0	0	0	0	4,000	0	0	0	5,000
21	CUMBERLAND	0	0	0	490,000	0	0	0	11,000	0	0	0	503,500
22	PERRY	0	0	0	0	0	0	0	11,000	0	0	0	17,550
23	DAUPHIN	0	0	0	0	0	0	0	5,250	0	0	0	12,750
24	LEBANON	0	0	0	0	0	0	0	12,250	0	0	0	18,800
25	YORK	0	0	0	0	0	0	0	20,500	0	0	0	200,080
26	LANCASTER	0	0	0	0	0	0	0	0	0	0	0	1,000
27	CHESTER	0	0	0	0	0	0	0	7,000	0	0	0	17,000
28	MONTGOMERY	0	0	0	0	0	0	0	6,250	0	0	0	20,300
29	BUCKS	0	0	0	0	0	0	0	13,750	0	0	0	14,750
30	DELAWARE	0	0	0	0	0	0	0	4,250	0	0	0	31,750
31	PHILADELPHIA	0	30,000	0	0	0	0	0	9,350	0	0	0	91,850
32	BERKS	0	0	0	0	0	0	0	10,000	0	0	0	35,000
33	LEHIGH	0	0	0	0	0	0	0	1,500	0	0	0	2,500
34	NORTHAMPTON	0	0	0	0	0	0	0	7,000	0	0	0	8,000
35	PIKE	0	0	0	0	0	0	0	15,000	0	0	0	16,000
36	B/S/S/T	0	0	0	0	0	0	0	2,250	0	0	0	19,250
37	LUZERNE/WYOMING	0	0	0	0	0	0	0	8,150	0	0	0	28,650
38	LACKAWANNA	0	0	0	0	0	0	0	5,200	0	0	0	39,700
39	CARBON	0	0	0	0	0	0	0	0	0	0	0	8,000
40	SCHUYLKILL	0	0	0	0	0	0	0	7,500	0	0	0	211,196
41	CLEARFIELD	0	0	0	0	0	0	0	3,850	0	0	0	30,850
42	JEFFERSON	0	0	0	0	0	0	0	5,000	0	0	0	39,500
43	FOREST/WARREN	0	0	0	0	0	0	0	3,750	0	0	0	13,250
44	VENANGO	0	0	0	0	0	0	0	2,350	0	0	0	3,350
45	ARMSTRONG	0	0	0	0	0	0	0	2,000	0	0	0	3,000
46	LAWRENCE	0	0	0	0	0	0	0	0	0	0	0	1,000
47	MERCER	0	0	0	0	0	0	0	0	0	0	0	14,050
48	MONROE	0	0	0	0	0	0	0	4,000	0	0	0	24,000
49	CLARION	0	0	0	0	0	0	0	0	0	0	0	1,000
50	BUTLER	0	0	0	0	0	0	0	5,200	0	0	0	6,200
51	POTTER	0	0	0	0	0	0	0	0	0	0	0	82,500
52	WAYNE	0	0	0	0	0	0	0	3,350	0	0	0	4,350
	TOTALS	5,000	230,000	80,000	633,000	3,415,008	720,000	100,000	335,050	700,000	200,000	0	8,318,675