

Planned Services & Expenditures (PSE) Instructions

Alaska Department of Health & Social Services
Senior & Disabilities Services, Grants Unit
Nutrition, Transportation, & Support Services

2016

Submit PSE workbook with proposal in GEMS

If proposed services include more than one Region, prepare separate PSE for each Region

- 1) Review Section 1.06 of the RFP, for allowable direct and indirect expenditures and types of revenue to include
- 2) Allowable costs must adhere to Federal OMB circulars for non-profit and government entities.
- 3) For Excel users expenditures by service category are loaded with formulas and linked to Summary Page
- 4) PSE Summary total equals Budget total

Projected Expenditures by Revenue Source

Definitions of "line items" (ie Personnel, Supply, Equipment, etc) are included on the Budget form.
The Budget and GEMS Quarterly Fiscal Reports differentiate three funding sources:

- 1) Primary Grant Award
- 2) Required Match (RM)
- 3) Additional Match/Project Support (AM/PS)

Based on required elements for annual State Program Report, the PSE and quarterly Reports on Cumulative Fiscal Report 2 (CFR2) identify the Grant and Match funding sources.

Match finding sources on PSE and CFR2 are:

- 1) Program Income (term Grant Income is used interchangeably)- these funds include donations from eligible individuals and full cost received from ineligible individuals for a service
- 2) Local Match -includes funds from benefactors, local and other grants, and fundraisers
- 3) In-Kind Match are the monetary value of volunteers time and food donated etc.
- 4) Other on PSE is Medicaid Waiver funds that will be expended and any other "Other"
- 5) NSIP funds can not be used as Required Match on Budget but should be Additional Match/Project Support and can only be used to purchase food supplies or as passthrough to subcontractors. Schools use the funds to cover the cost of any USDA Commodity foods that were intended for children.

Current estimate is 60 cents per meal

Note: On CFR2 quarterly reports, NSIP is included in Other row

Definitions Planned Services

Total Eligibles - all services - older individuals aged 60 and over, see 2016 RFP for further details

Target Group- see 2016 RFP

Service Definitions - Refer to Attachment: NTS RFP 2016 Service Definitions

Individuals eligible for a service under **Medicaid** may not receive the same service under the grant.

DO include funds from Medicaid in Budget (RM or AM/PS) and on PSE under the Column "Other"

DO indicate estimated number of individuals that will receive Medicaid services and number of units

Individuals served under both **Title III & Title VI** are included as Title III eligibles, however the Title VI units are not
For Title VI funds received directly or through agreement,

DO list Title VI grant amount on section of proposal that indicates organization additional funding.

DO NOT include in Budget Detail

DO indicate Title VI funds per service in separate area of PSE form (only) as indicated.



Title VI - funds received directly or by agreement with eligible entity \$ _____
Do not include in Budget

Alaska Department of Health & Social Services
 Senior & Disabilities Services, Grants Unit
 Nutrition, Transportation, & Support Services

Grantee _____
 See Tab 1 Instructions

Projected Expenditures By Revenue Source								Planned Services	
Congregate Meals	Match/ Project Support					Project Support	Total	Congregate Meals	
Budget Categories	Grant Award	Program Income1	Local Match 2	In-Kind Match 3	Other 4 include MW	NSIP 5		Total Eligibles	# Target Group only
100 Personnel							0	Total # of Meals	
200 Travel							0	# Sites	
300 Facility							0	Medicaid eligible(MW)	
400 Supply							0	Medicaid Meals(MW)	
500 Equipment							0	List sites on Summary page	
600 Other Direct							0	Title VI - funds received directly or by agreement with eligible entity \$ _____	
Subtotal Direct	0	0	0	0	0	0	0		
800 Indirect							0		
Total	0	0	0	0	0	0	0	Do not include in Budget	

Projected Expenditures By Revenue Source								Planned Services	
Home Delivered Meals	Match/ Project Support					Project Support	Total	Home Delivered Meals	
Budget Categories	Grant Award	Program Income1	Local Match 2	In-Kind Match 3	Other 4 include MW	NSIP 5		Total Eligibles	# Target Group only
100 Personnel							0	Total # of Meals	
200 Travel							0	# Sites	
300 Facility							0	Medicaid eligible(MW)	
400 Supply							0	Medicaid Meals(MW)	
500 Equipment							0	List sites on Summary page	
600 Other Direct							0	Title VI - funds received directly or by agreement with eligible entity \$ _____	
Subtotal Direct	0	0	0	0	0	0	0		
800 Indirect							0		
Total	0	0	0	0	0	0	0	Do not include in Budget	

Projected Expenditures By Revenue Source							Planned Services	
Nutrition Education	Match/ Project Support					Total	Nutrition Education	
Budget Categories	Grant Award	Program Income1	Local Match 2	In-Kind Match 3	Other 4 include MW		Total Eligibles 60+	# Target Group only
100 Personnel						0	Total # of Units	
200 Travel						0	# Sites	
300 Facility						0	List sites on Summary page	
400 Supply						0	A unit of Nutrition Education is one contact per consumer per session	
500 Equipment						0	Title VI - funds received directly or by agreement with eligible entity \$ _____	
600 Other Direct						0		
Subtotal Direct	0	0	0	0	0	0		
800 Indirect						0		
Total	0	0	0	0	0	0	Do not include in Budget	

Does not include Physical Activity (see service definitions) Physical Activity is under HP/DP RFP

Projected Expenditures By Revenue Source							Planned Services	
Nutrition Counseling	Match/ Project Support					Total	Nutrition Counseling	
Budget Categories	Grant Award	Program Income1	Local Match 2	In-Kind Match 3	Other 4 include MW		Total Eligibles 60+	# Target Group only
100 Personnel						0	Total # of Units	
200 Travel						0	# Sites	
300 Facility						0	List sites on Summary page	
400 Supply						0	A unit of Counseling is one contact per consumer per session	
500 Equipment						0	Title VI - funds received directly or by agreement with eligible entity \$ _____	
600 Other Direct						0		
Subtotal Direct	0	0	0	0	0	0		
800 Indirect						0		
Total	0	0	0	0	0	0	Do not include in Budget	

This service must be provided by a nutrition professional licensed in the State of Alaska

Planned Services & Expenditures (PS&E)

2016

Alaska Department of Health & Social Services
 Senior & Disabilities Services, Senior Grants Unit
 Nutrition, Transportation, & Support Services

Grantee _____ 0

See Tab 1 Instructions

Senior Companions	Projected Expenditures By Revenue Source						Planned Services	
	Grant Award	Match/ Project Support				Total	Senior Companions	
Program Income1		Local Match 2	In-Kind Match 3	Other 4	Total Eligibles 60+		# Target Group only	# of hours
Budget Categories								
100 Personnel						0		
200 Travel						0		
300 Facility						0		List sites/communities on
400 Supply						0		Summary page
500 Equipment						0		
600 Other Direct						0		
Subtotal Direct	0	0	0	0	0	0		
800 Indirect						0		
Total	0	0	0	0	0	0		

Retired Senior Volunteers	Projected Expenditures By Revenue Source						Planned Services	
	Grant Award	Match/ Project Support				Total	Retired Senior Volunteers	
Program Income1		Local Match 2	In-Kind Match 3	Other 4	Total Eligibles 60+		# Target Group only	# of hours
Budget Categories								
100 Personnel						0		
200 Travel						0		
300 Facility						0		List sites/communities on
400 Supply						0		Summary page
500 Equipment						0		
600 Other Direct						0		
Subtotal Direct	0	0	0	0	0	0		
800 Indirect						0		
Total	0	0	0	0	0	0		

Foster G"parent/ Elder Mentor	Projected Expenditures By Revenue Source						Planned Services	
	Grant Award	Match/ Project Support				Total	FG/EM	
Program Income1		Local Match 2	In-Kind Match 3	Other 4	Total Eligibles 60+		# Target Group only	# of hours
Budget Categories								
100 Personnel						0		
200 Travel						0		
300 Facility						0		List sites/communities on
400 Supply						0		Summary page
500 Equipment						0		
600 Other Direct						0		
Subtotal Direct	0	0	0	0	0	0		
800 Indirect						0		
Total	0	0	0	0	0	0		

Foster Grandparent / Elder Mentor

Planned Services & Expenditures (PS&E)

Summary Page

2016

Alaska Department of Health & Social Services
 Senior & Disabilities Services, Senior Grants Unit
 Nutrition, Transportation, & Support Services

Grantee _____ 0
Region: _____

This form was completed by _____
 Contact email _____

Date: _____
Phone: _____

Summary	Projected Expenditures By Revenue Source						Project Support NSIP 5	Total
	Grant Award	Program Income ¹	Local Match 2	In-Kind Match 3	Other 4 include MW			
Budget Categories								
100 Personnel	0	0	0	0	0	0	0	0
200 Travel	0	0	0	0	0	0	0	0
300 Facility	0	0	0	0	0	0	0	0
400 Supply	0	0	0	0	0	0	0	0
500 Equipment	0	0	0	0	0	0	0	0
600 Other Direct	0	0	0	0	0	0	0	0
Subtotal Direct	0	0	0	0	0	0	0	0
800 Indirect	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PS&E Summary matches Budget Summary

Title VI 0

Site Instructions:

After site name, please indicate which service(s) will be provided at the site:

Service(s) Key	Site(s)	Service(s)	Days per Week	# Weeks	Operating Days
CM Congregate Meals					0
HDM Home Delivered Meals					0
NE Nutrition Education					0
NC Nutrition Counseling					0
T Transportation (Communities)					0
AT Assisted Transportation					0
L Legal					0
H Homemaker					0
Volunteer Services:					0
SC Senior Companions					0
RSVP Retired Senior Volunteers					0
FG/EM Foster Grand/Elder Mentor					0
IA Information & Assistance					0
O-I Outreach to individuals					0
O-PI Outreach Public Information					0
					0
Media is a statewide monthly service and does not require a site list.					0
					0
					0
					0
					0
					0

If additional space is required, please attach.

This is a summary of the Agreement to provide services and cannot be altered without State preapproval.