

June 23, 2020

Dear Providers:  
  
Hope this memo finds you all healthy and well. Just wanted to give a quick reminder that the first of two allocation transfer opportunities is due this Friday 6/26/2020.

When making transfer requests, keep in mind that there are three different pots of funding (Original Title III, FFCRA and CARES Act) and the transfers can only occur within the same pot of funding. The GWAAR transfer form allows requests within each pot of funding only, and after the final submission date of July 24th these transfers cannot be reversed.

The first transfer request is due back to GWAAR no later than Friday, June 26th. Please send these requests to the GWAAR Fiscal email at [fiscal@gwaar.org](mailto:fiscal@gwaar.org). The [official excel transfer form](https://gwaar.org/api/cms/viewFile/id/2006078) from GWAAR must be used to make the transfer requests, which can be found on the GWAAR website’s [fiscal page](https://gwaar.org/fiscal-p). Keep in mind that your agency may want to re-open a congregate site later in the year, so you may want to conserve some Title IIIC1 funds for later. There will be a second chance to transfer funds with a deadline of Friday, July 24th. Any transfer requests that were submitted in your original budget last year will not be considered – all requests must now be made via the official transfer form. As always GWAAR fiscal staff are at the ready to assist you with this process, as well as completing your claim forms.

These transfer requests will result in additional contract amendments that will come via DocuSign, so make sure that GWAAR has the most up-to-date contact information to allow for timely completion of these amendments. If you request transfers in each of the three (3) pots of funding, you will get three (3) separate contract amendments. Please send your contract and amendment questions, as well as any updated contact information, to Sky Van Rossum at [Sky.VanRossum@gwaar.org](mailto:Sky.VanRossum@gwaar.org).

Thank you.

Patrick

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