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Resources for Seniors, Inc.  
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## MEMORANDUM

To: Annemarie Maiorano, Deputy Director  
Wake County Human Services

From: Kristen K Brannock

Date: May 10, 2016

Re: 2016-2017 Home and Community Care Block Grant Materials

Annemarie:

Attached please find the 2016-2017 Home and Community Care Block Grant (HCCBG) materials. I have placed a "sign here" sticker where signatures are needed after approval at the June Commissioners meeting. This year's allocation for Wake County is \$2,934,203. This is a very slight increase over the amended allocation of the FY16 Block Grant which totaled \$2,929,712.

At this time across the state we are advocating for an expansion in Home and Community Care Block Grant funds of \$1M. This expansion will allow us to provide services to hundreds of older adults who are currently on waiting lists in Wake County (and across the state.)

Sincerely,



Kristen K. Brannock

President, Resources for Seniors, Inc.

**2016 - 2017**  
**HOME AND COMMUNITY CARE BLOCK GRANT**

The Home and Community Care Block Grant for Older Adults is a combination of federal and state monies made available to the local community from the N.C. Division of Aging and Adult Services. The monies are used to provide services such as home-delivered and congregate meals, in-home aides, transportation, case assistance, respite care, adult day care / adult day health care, senior centers, information and case assistance, etc. Federal law requires that the local County jurisdiction approve the plans on how the funds will be allocated. Once approved the funds will be processed to Triangle J Council of Governments and then to Resources for Seniors, Inc. and Meals on Wheels of Wake County.

The funding for FY 2016-2017 will be made available to Wake County in the amount of **\$2,934,203** and have been apportioned for fiscal year 2017 as follows: Meals on Wheels **\$1,055,923** and Resources for Seniors **\$1,878,280**

The required local matching funds of \$326,023 is included in the Manager's Recommended Budget for fiscal year 2016-2017. Resources for Seniors, Inc. and Meals on Wheels, in the absence of sufficient funding from Wake County for a local match, will be required to provide their own additional match through other sources.

Of the required total local matching funds **\$117,324** will match the funding for Meals on Wheels and **\$208,699** will match the funding for Resources for Seniors.

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**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County: Wake

July 1, 2016 through June 30, 2017

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

Resources for Seniors, Inc.

(Name of agency/office with lead responsibility)



Authorized signature

5-11-16

(date)

Kristen K. Brannock, President

(Type name and title of signatory agent)

## Home and Community Care Block Grant for Older Adults

County Wake  
 July 1, 2016 through June 30, 2017

## County Funding Plan

## County Services Summary

|                          | A                   |         |           |                      | B                | C            |               | D                     | E                            | F                       | G                     | H | I |
|--------------------------|---------------------|---------|-----------|----------------------|------------------|--------------|---------------|-----------------------|------------------------------|-------------------------|-----------------------|---|---|
| Services                 | Block Grant Funding |         |           | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimbursement Rate | Projected HCCBG Clients | Projected Total Units |   |   |
|                          | Access              | In-Home | Other     |                      |                  |              |               |                       |                              |                         |                       |   |   |
| Transportation 250       | 177,717             | -       | -         | 19,746               | 197,463          |              | 197,463       | 11,047                | 17.8752                      | 136                     | 11,329                |   |   |
| Info/Case Assist. 040    | 207,511             | -       | -         | 23,057               | 230,568          |              | 230,568       | N/A                   | N/A                          | 5,400                   | N/A                   |   |   |
| Housing & Home Impr 140  | -                   | 60,000  | -         | 6,667                | 66,667           |              | 66,667        | N/A                   | N/A                          | 58                      | N/A                   |   |   |
| IH Respite II 236        | -                   | 49,148  | -         | 5,461                | 54,609           |              | 54,609        | 2,352                 | 23.2181                      | 15                      | 2,352                 |   |   |
| IH Respite III 237       | -                   | 91,464  | -         | 10,163               | 101,627          |              | 101,627       | 3,983                 | 25.5147                      | 15                      | 3,987                 |   |   |
| Inst. Respite 210        | -                   | -       | 351,781   | 39,087               | 390,868          |              | 390,868       | 48,889                | 7.9950                       | 94                      | 50,561                |   |   |
| Senior Centers 170       | -                   | -       | 341,800   | 37,978               | 379,778          |              | 379,778       | N/A                   | N/A                          | 5,704                   | N/A                   |   |   |
| In-Home PC II 042        | -                   | 170,711 | -         | 18,968               | 189,679          |              | 189,679       | 8,172                 | 23.2119                      | 33                      | 8,177                 |   |   |
| In-Home PC III 045       | -                   | 165,142 | -         | 18,349               | 183,491          |              | 183,491       | 7,191                 | 25.5151                      | 39                      | 7,247                 |   |   |
|                          | -                   | -       | -         | -                    | -                |              | -             | -                     | -                            | -                       | -                     |   |   |
| ADC- Social 030          | -                   | -       | 61,137    | 6,793                | 67,930           |              | 67,930        | 2,054                 | 33.0721                      | 30                      | 2,054                 |   |   |
| ADC- Health 155          | -                   | -       | 22,680    | 2,520                | 25,200           |              | 25,200        | 630                   | 40.0000                      | 10                      | 630                   |   |   |
| H Mgmt Level I 041       | -                   | 8,007   | -         | 890                  | 8,897            |              | 8,897         | 574                   | 15.5000                      | 10                      | 574                   |   |   |
| PC Level II 042          | -                   | 102,812 | -         | 11,424               | 114,236          |              | 114,236       | 6,346                 | 18.0013                      | 33                      | 6,346                 |   |   |
| PC Level III 045         | -                   | 68,370  | -         | 7,597                | 75,967           |              | 75,967        | 4,062                 | 18.7019                      | 13                      | 4,062                 |   |   |
| Designated H D Meals 020 |                     |         | 75,000    | 8,333                | 83,333           |              | 83,333        | 12,358                | 6.7432                       | 70                      | 12,358                |   |   |
| Home Delivered Meals     |                     |         | 665,923   | 73,991               | 739,914          | 100,000      | 839,914       | 109,727               | 6.7432                       | 2,000                   | 236,642               |   |   |
| Congregate Meals         |                     |         | 315,000   | 35,000               | 350,000          | 50,000       | 400,000       | 67,049                | 5.2220                       | 925                     | 77,000                |   |   |
| Total                    | 385,228             | 715,654 | 1,833,321 | 326,023              | 3,260,227        | 150,000      | 3,410,227     |                       |                              | 14,585                  |                       |   |   |

Signature, Chairman, Board of Commissioners

Date



**Provider: Resources for Seniors, Inc.**

County: Wake

Budget Period: July 1, 2016 through June 30, 2017

Revision: Y or N N

Revision Date:

| I. Projected Revenues  | Grand Total | Admin | Transportation | Info CA | IHA Level 2 | IHA Level 3 | Institutions - Respite | IHA Respite Level 2 | IHA Respite Level 3 | Housing & Home Improv. | Senior Center Operations | Caregiver | Health Promotion | Senior Center General Purpose |
|--|-------------|-------|----------------|---------|-------------|-------------|------------------------|---------------------|---------------------|------------------------|--------------------------|-----------|------------------|-------------------------------|
| A. Fed/State Funding From the Division of Aging & Adult Services | 1,615,274   |       | 177,717        | 207,511 | 170,711     | 165,142     | 351,781                | 49,148              | 91,464              | 60,000                 | 341,800                  | 96,414    | 31,164           | 19,469                        |
| Required Minimum Match - Cash                                    |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 1) United Way  | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 2) Wake County   | 179,476     |       | 19,746         | 23,057  | 18,968      | 18,349      | 39,087                 | 5,461               | 10,163              | 6,667                  | 37,978                   |           |                  |                               |
| 3) Other grants & support  | 9,953       |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| Total Required Minimum Match - Cash                              | 179,476     | 0     | 19,746         | 23,057  | 18,968      | 18,349      | 39,087                 | 5,461               | 10,163              | 6,667                  | 37,978                   | 0         | 3,463            | 6,490                         |
| Required Minimum Match - In-Kind                                 |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 1)   |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 2)   |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 3)   |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| Total Required Minimum Match - In-Kind                           | 0           | 0     | 0              | 0       | 0           | 0           | 0                      | 0                   | 0                   | 0                      | 0                        | 0         | 0                | 0                             |
| B. Total Required Minimum Match (cash - in-kind)                 | 179,476     | 0     | 19,746         | 23,057  | 18,968      | 18,349      | 39,087                 | 5,461               | 10,163              | 6,667                  | 37,978                   | 0         | 3,463            | 6,490                         |
| C. Subtotal, Fed/State/Required Match Revenues                   | 1,891,764   | 0     | 197,463        | 230,568 | 189,679     | 183,491     | 390,868                | 54,609              | 101,627             | 66,667                 | 379,778                  | 96,414    | 34,627           | 25,959                        |
| D. NSIP Cash Subsidy/Commodity Valuation                         | 17,851      | 0     | 0              | 0       | 0           | 0           | 17,851                 |                     |                     |                        |                          | 0         | 0                | 0                             |
| Costs  | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| Local Cash, Non-Match  |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 1) United Way  | 9,214       |       |                |         |             |             | 9,214                  |                     |                     |                        |                          |           |                  |                               |
| 2) Wake County   | 52,843      |       | 5,000          |         |             |             |                        |                     |                     | 12,803                 | 35,040                   |           |                  |                               |
| 3) Other grants & support  | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 4) Other   | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| F. Subtotal, Local Cash, Non-Match                               | 62,057      | 0     | 5,000          | 0       | 0           | 0           | 9,214                  | 0                   | 0                   | 12,803                 | 35,040                   | 0         | 0                | 0                             |
| Other Revenues, Non-Match  |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 1) Other government grants & contracts                           | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 2) Contributions   | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 3) Private Pay   | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 4) Other Agency Reserves for Allocated Admin Cost                | 6,033       |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| G. Subtotal, Other Revenues, Non-Match                           | 6,033       | 0     | 0              | 0       | 0           | 0           | 0                      | 0                   | 0                   | 0                      | 0                        | 3,790     | 1,280            | 963                           |
| Local In-Kind Resources (Includes Volunteer Resources)           |             |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 1)   | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 2)   | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| 3)   | 0           |       |                |         |             |             |                        |                     |                     |                        |                          |           |                  |                               |
| H. Subtotal, Local In-Kind Resources, Non-Match                  | 0           | 0     | 0              | 0       | 0           | 0           | 0                      | 0                   | 0                   | 0                      | 0                        | 0         | 0                | 0                             |
| I. Consumer Contributions/Client Cost Sharing                    | 6,702       |       | 45             | 20      | 125         | 1,417       | 4,155                  | 0                   | 100                 | 840                    |                          |           |                  |                               |
| J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)             | 2,044,393   | 0     | 202,508        | 230,588 | 189,804     | 184,906     | 422,088                | 54,609              | 101,727             | 80,310                 | 414,818                  | 100,204   | 35,907           | 26,922                        |

| II. Projected Expenses   | Grand Total      | Admin         | Transportation | Info CA        | IHA Level 2    | IHA Level 3    | Institutional Respite | IHA Respite Level 2 | IHA Respite Level 3 | Housing & Home Improv. | Senior Center Operations | Caregiver      | Health Promotion | Senior Center General Purpose |
|--|------------------|---------------|----------------|----------------|----------------|----------------|-----------------------|---------------------|---------------------|------------------------|--------------------------|----------------|------------------|-------------------------------|
| <b>Staff Salary From Labor Distribution Schedule</b>                               |                  |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 1) Full-time Staff   | 954,244          | 41,686        | 16,805         | 133,344        | 45,297         | 64,504         | 232,593               | 36,791              | 68,258              | 24,334                 | 251,751                  | 125            | 22,800           | 15,956                        |
| 2) Part-time Staff (do not include Title V workers)                                | 0                |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| <b>A. Subtotal, Staff Salary</b>   | <b>954,244</b>   | <b>41,686</b> | <b>16,805</b>  | <b>133,344</b> | <b>45,297</b>  | <b>64,504</b>  | <b>232,593</b>        | <b>36,791</b>       | <b>68,258</b>       | <b>24,334</b>          | <b>251,751</b>           | <b>125</b>     | <b>22,800</b>    | <b>15,956</b>                 |
| <b>Fringe Benefits</b>   |                  |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 1) FICA @ %  | 72,055           | 3,189         | 1,286          | 10,201         | 3,465          | 4,935          | 17,793                | 2,815               | 5,222               | 915                    | 19,259                   | 10             | 1,744            | 1,221                         |
| 2) Health Ins. @   | 170,487          | 2,803         | 3,625          | 23,702         | 4,227          | 14,653         | 49,721                | 5,216               | 9,842               | 4,373                  | 45,777                   | 15             | 3,772            | 2,761                         |
| 3) Retirement @ 1%   | 9,349            | 417           | 168            | 1,333          | 453            | 645            | 2,326                 | 368                 | 683                 | 243                    | 2,518                    | 1              | 114              | 80                            |
| 4) Unemployment Insurance  | 8,998            | 123           | 182            | 1,337          | 269            | 405            | 3,007                 | 231                 | 435                 | 194                    | 2,426                    | 1              | 228              | 160                           |
| 5) Worker's Compensation   | 28,824           | 166           | 62             | 1,928          | 3,121          | 3,252          | 1,872                 | 1,872               | 3,531               | 4,423                  | 7,355                    | 4              | 528              | 387                           |
| 6) Other   | 15,494           | 1,512         | 294            | 1,950          | 484            | 1,308          | 4,136                 | 475                 | 896                 | 386                    | 3,520                    | 3              | 306              | 224                           |
| <b>B. Subtotal, Fringe Benefits</b>  | <b>305,207</b>   | <b>8,210</b>  | <b>5,617</b>   | <b>40,451</b>  | <b>11,093</b>  | <b>25,067</b>  | <b>80,235</b>         | <b>10,977</b>       | <b>20,609</b>       | <b>10,534</b>          | <b>80,855</b>            | <b>34</b>      | <b>6,692</b>     | <b>4,833</b>                  |
| <b>Local In-Kind Resources</b>   |                  |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 1)   | 0                |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 2)   | 0                |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 3)   | 0                |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| <b>C. Subtotal, Local In-Kind Resources</b>  | <b>0</b>         | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>              | <b>0</b>            | <b>0</b>            | <b>0</b>               | <b>0</b>                 | <b>0</b>       | <b>0</b>         | <b>0</b>                      |
| <b>D. OAA Title V Worker Wages, Fringe Benefits and Co Travel</b>                  |                  |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 1) Per Diem  | 0                |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 2) Mileage Reimbursement   | 9,683            | 16            | 0              | 183            | 2,543          | 1,428          | 1,269                 | 1,005               | 1,896               | 50                     | 1,208                    |                |                  | 85                            |
| 3) Other Travel Cost:  | 4,520            | 5             | 5              | 571            | 127            | 118            | 644                   | 58                  | 112                 | 1,943                  | 879                      |                |                  | 62                            |
| <b>E. Subtotal, Travel</b>   | <b>14,203</b>    | <b>21</b>     | <b>0</b>       | <b>754</b>     | <b>2,670</b>   | <b>1,546</b>   | <b>1,913</b>          | <b>1,064</b>        | <b>2,008</b>        | <b>1,993</b>           | <b>2,087</b>             | <b>0</b>       | <b>0</b>         | <b>147</b>                    |
| <b>General Operating Expenses</b>  |                  |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| 1) SUPPLIES  | 24,263           | 1,546         | 47             | 544            | 443            | 762            | 7,699                 | 465                 | 871                 | 563                    | 7,624                    |                | 2,858            | 835                           |
| 2) OCCUPANCY   | 100,959          | 2,667         | 950            | 22,134         | 2,267          | 2,894          | 39,156                | 1,610               | 3,038               | 3,868                  | 18,887                   |                | 2,014            | 1,474                         |
| 3) TELEPHONE   | 17,676           | 593           | 275            | 4,806          | 417            | 373            | 3,520                 | 173                 | 325                 | 154                    | 6,577                    |                |                  | 464                           |
| 4) POSTAGE, SHIPPING, PRINTING   | 7,032            | 1,303         | 457            | 663            | 108            | 763            | 427                   | 460                 | 868                 | 245                    | 1,584                    |                | 42               | 112                           |
| 5) EQUIPMENT MAINTENANCE   | 4,577            | 568           | 50             | 249            | 16             | 180            | 654                   | 133                 | 251                 | 18                     | 2,296                    |                |                  | 162                           |
| 6) PUBLICATIONS  | 17,576           | 1,354         |                | 7,316          | 124            | 121            | 2,061                 | 70                  | 137                 | 131                    | 5,667                    |                | 200              | 400                           |
| 7) SPECIFIC ASSISTANCE TO INDIVIDUALS  | 529,725          |               | 169,596        |                | 119,034        | 80,242         | 28,378                |                     |                     | 33,361                 | 2,572                    | 96,414         |                  | 178                           |
| 8) MISCELLANEOUS   | 68,930           | 16,134        | 1,373          | 11,971         | 1,457          | 1,756          | 10,157                | 888                 | 1,675               | 2,198                  | 19,936                   |                |                  | 1,385                         |
| <b>F. Subtotal, General Operating Expenses</b>                                     | <b>770,738</b>   | <b>24,165</b> | <b>172,748</b> | <b>47,683</b>  | <b>123,866</b> | <b>87,091</b>  | <b>92,052</b>         | <b>3,798</b>        | <b>7,166</b>        | <b>40,538</b>          | <b>65,093</b>            | <b>96,414</b>  | <b>5,114</b>     | <b>5,010</b>                  |
| <b>G. Subtotal, Other Administrative Cost Not Allocated in Lines IIA through F</b> | <b>0</b>         |               |                |                |                |                |                       |                     |                     |                        |                          |                |                  |                               |
| <b>H. Total Project Expenses Prior to Admin Distribution</b>                       | <b>2,044,392</b> | <b>74,082</b> | <b>195,170</b> | <b>272,232</b> | <b>182,926</b> | <b>178,208</b> | <b>406,793</b>        | <b>52,630</b>       | <b>98,041</b>       | <b>77,399</b>          | <b>399,786</b>           | <b>96,573</b>  | <b>34,606</b>    | <b>25,946</b>                 |
| <b>I. Distribution of Admin Cost</b>   | <b>74,083</b>    | ////////      | <b>7,338</b>   | <b>8,356</b>   | <b>6,878</b>   | <b>6,700</b>   | <b>15,295</b>         | <b>1,979</b>        | <b>3,686</b>        | <b>2,911</b>           | <b>15,032</b>            | <b>3,631</b>   | <b>1,301</b>     | <b>976</b>                    |
| <b>J. Total Proj. Expenses</b>   | <b>2,118,475</b> | <b>74,082</b> | <b>202,508</b> | <b>230,588</b> | <b>189,804</b> | <b>184,908</b> | <b>422,088</b>        | <b>54,609</b>       | <b>101,727</b>      | <b>80,310</b>          | <b>414,818</b>           | <b>100,204</b> | <b>35,907</b>    | <b>26,922</b>                 |

| III. Computation of Rates                       |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
|---|-------------|-------|----------------|---------|-------------|-------------|-------------------------|---------------------|---------------------|------------------------|--------------------------|-----------|------------------|-------------------------------|
|   | Grand Total | Admin | Transportation | Info CA | IHA Level 2 | IHA Level 3 | Institutional I Respite | IHA Respite Level 2 | IHA Respite Level 3 | Housing & Home Improv. | Senior Center Operations | Caregiver | Health Promotion | Senior Center General Purpose |
| A. Computation of Unit Cost Rate:               |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
| 1. Total Expenses (equals line II.J)            | 2,044,393   |       | 202,508        | 230,588 | 189,804     | 184,908     | 422,088                 | 54,609              | 101,727             | 80,310                 | 414,818                  | 100,204   | 35,907           | 26,922                        |
| 2. Total Projected Units                        |             |       | 11,329         |         | 8,177       | 7,247       | 50,561                  | 2,352               | 3,987               |                        |                          |           |                  |                               |
| 3. Total Unit Cost Rate                         |             |       | 17,8752        |         | 23,2119     | 25,5151     | 8,3481                  | 23,2181             | 25,5147             |                        |                          |           |                  |                               |
| B. Computation of Reimbursement Rate:           |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
| 1. Total Revenues (equals line I.J)             | 1,989,784   |       | 202,508        | 230,588 | 189,804     | 184,908     | 422,088                 | 54,609              | 101,727             | 80,310                 | 414,818                  | 100,204   | 35,907           | 26,922                        |
| 2. Less: USDA (equals line I.D)                 | 17,851      |       |                |         |             |             | 17,851                  |                     |                     |                        |                          |           |                  |                               |
| Title V (equals line I.E and II.D)              | 0           |       | 0              |         | 0           | 0           | 0                       | 0                   | 0                   |                        |                          |           |                  |                               |
| Non Match In-Kind (equals line I.H and II)      |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
| 3. Revenues Subject to Unit Reimbursement       | 1,083,184   |       | 202,508        |         | 189,804     | 184,908     | 404,237                 | 54,609              | 101,727             |                        |                          |           |                  |                               |
| 4. Total Projected Units (equals line III.A.2)  |             |       | 11,329         |         | 8,177       | 7,247       | 50,561                  | 2,352               | 3,987               |                        |                          |           |                  |                               |
| 5. Total Reimbursement Rate                     |             |       | 17,8752        |         | 23,2119     | 25,5151     | 7,9950                  | 23,2181             | 25,5147             |                        |                          |           |                  |                               |
| C. Units Reimbursed Through HCCBG               |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
|   |             |       | 11,047         |         | 8,172       | 7,191       | 48,889                  | 2,352               | 3,983               |                        |                          |           |                  |                               |
| D. Units Reimbursed Through Program Income*     |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
|   |             |       | 3              |         | 5           | 56          | 520                     | 0                   | 4                   |                        |                          |           |                  |                               |
| E. Units Reimbursed Through Remaining Revenues  |             |       |                |         |             |             |                         |                     |                     |                        |                          |           |                  |                               |
|   |             |       | 279            |         | 0           | 0           | 1,132                   | 0                   | 0                   |                        |                          |           |                  |                               |
| F. Total Units Reimbursed/Total Projected Units |             |       | 11,329         |         | 8,177       | 7,247       | 50,561                  | 2,352               | 3,987               |                        |                          |           |                  |                               |



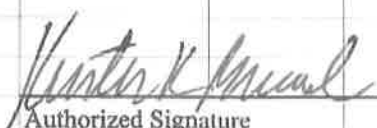
## FY: 16/17

| Senior<br>Center<br>General<br>Purpose |
|--|
|--|

Page 8

|  | A       | B      | C       | F             | G       | H       |
|--|---------|--------|---------|---------------|---------|---------|
| In-Home Services                                   | Funding | Match  | Cost    | Units         | Rate    | Clients |
| Level I - 235 Respite                              |         | 0      | 0       |               |         |         |
| Level I - 041 H Mgmt                               |         | 0      | 0       |               |         |         |
| <b>Subtotal Level I</b>                            | 0       | 0      | 0       | 0             |         | 0       |
| Level II - 236 Respite                             | 49148   | 5461   | 54609   | 2352          | 23.2181 | 8       |
| Level II - 042 PC                                  | 170,711 | 18,968 | 189,679 | 8,172         | 23.2119 | 33      |
| Level II - 043 H Mgmt                              |         | -      | -       |               |         |         |
| <b>Subtotal Level II</b>                           | 219,859 | 24,429 | 244,288 | 10,524        |         | 41      |
| Level III - 237 Respite                            | 91,464  | 10,163 | 101,627 | 3,983         | 25.5147 | 15      |
| Level III - 044 H Mgmt                             |         | -      | -       |               |         |         |
| Level III - 045 PC                                 | 165,142 | 18,349 | 183,491 | 7,191         | 25.5151 | 39      |
| <b>Subtotal Level III</b>                          | 256,606 | 28,512 | 285,118 | 11,174        |         | 54      |
| Level IV - 238 Respite                             |         | -      | -       |               |         |         |
| Level IV - 046 H Mgmt                              |         | -      | -       |               |         |         |
| <b>Subtotal Level IV</b>                           | -       | -      | -       | -             |         | 0       |
| <b>Total</b>                                       | 476,465 | 52,941 | 529,406 | 21,698        |         |         |
| <b>Signed:</b>                                     |         |        |         |               |         |         |
|  |         |        |         | PRESIDENT/CEO | Date    |         |
| Authorized Signature<br>Community Service Provider |         |        |         | Title         | Date    |         |



|  |         |          |         |   |               |           |
|--|---------|----------|---------|---|---------------|-----------|
|  |         |          |         | Supplement to Provider Services Summary |               |           |
| <b>Resources for Seniors, Inc. for Wake County</b>   |         |          |         | <b>In-Home Services Detail</b>          |               |           |
| Name of Community Service Provider   |         |          |         | DOA-732 Supplement (Effective: 7/08)    |               |           |
| Revision # _____   |         |          |         | July 1, 2016 through June 30, 2017      |               |           |
|  | A       | B        | C       | F                                       | G             | H         |
|  | HCCBG   | Required | Net     | Projected                               | Projected     | Projected |
|  | In-Home | Local    | Service | HCCBG                                   | Reimbursement | HCCBG     |
| In-Home Services   | Funding | Match    | Cost    | Units                                   | Rate          | Clients   |
| Level I - 235 Respite  |         | 0        | 0       |   |               |           |
| Level I - 041 H Mgmt   | 8,007   | 890      | 8,897   | 574                                     | 15.5000       | 10        |
| <b>Subtotal Level I</b>  | 8,007   | 890      | 8,897   | 574                                     |               | 10        |
| Level II - 236 Respite   |         | 0        | 0       |   |               |           |
| Level II - 042 PC  | 102,812 | 11,424   | 114,236 | 6,346                                   | 18.0013       | 33        |
| Level II - 043 H Mgmt  |         | -        | -       |   |               |           |
| <b>Subtotal Level II</b>   | 102,812 | 11,424   | 114,236 | 6,346                                   |               | 33        |
| Level III - 237 Respite  |         | -        | -       |   |               |           |
| Level III - 044 H Mgmt   |         | -        | -       |   |               |           |
| Level III - 045 PC   | 68,370  | 7,597    | 75,967  | 4,062                                   | 18.7019       | 13        |
| <b>Subtotal Level III</b>  | 68,370  | 7,597    | 75,967  | 4,062                                   |               | 13        |
| Level IV - 238 Respite   |         | -        | -       |   |               |           |
| Level IV - 046 H Mgmt  |         | -        | -       |   |               |           |
| <b>Subtotal Level IV</b>   | -       | -        | -       | -                                       |               | 0         |
| <b>Total</b>   | 179,189 | 19,911   | 199,100 | 10,982                                  |               |           |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <br/>             Authorized Signature<br/>             Community Service Provider           </div> <div style="text-align: center;"> <b>PRESIDENT/CEO</b><br/>             Title           </div> <div style="text-align: center;"> <b>5/12/16</b><br/>             Date           </div> </div> |         |          |         |   |               |           |

|                             |  |
|-----------------------------|--|
| NAME AND ADDRESS            | Home and Community Care Block Grant for Older Adults |
| COMMUNITY SERVICE PROVIDER  |  |
| Wake County Meals on Wheels |  |
| PO Box 37639                |  |
| Raleigh- NC 27217           |  |
|                             | DOA-732 (Rev. 2/15)                                  |
|                             | County <u>Wake</u>                                   |
|                             | July: <u>1</u> , 2016 through June 30, 2017          |
|                             | REVISION DATE :                                      |
|                             | County Funding Plan                                  |
|                             | Provider Services Summary                            |

[illegible]

\* Adult Day Care &amp; Adult Day Health Care Net Service Cost

ADC

1

Date: \_\_\_\_\_

Daily Care

## Transportation

## Administrative

Certification of required minimum local match availability

Самостоятельно подготовиться к полному курсу лекций по предмету «Физическая химия» невозможно. Поэтому в учебнике даны только основные сведения по предмету, а также задачи, которые необходимо решить студенту.

Required local match will be

Don Winkler Executive Director New York

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature, Title

Date \_\_\_\_\_

U.S. Army Corps of Engineers

Date \_\_\_\_\_

| Signature | Chairman | Board of Commissioners | Date |
|-----------|----------|------------------------|------|
|           |          |                        |      |

North Carolina Division of Aging and Adult Services  
 Service Cost Computation Worksheet c:732A.xls  
 Provider: Meals on Wheels of Wake County  
 County: Wake  
 Budget Period: 07/01/16 through 06/30/17  
 Revision \_\_\_yes, \_\_\_X\_no, revision date \_\_\_\_\_

DoA-732A  
 3/99

|  | Grand Total    | Congregate Service | Home Delivered Service | Service | Service | Service | Service |
|--|----------------|--------------------|------------------------|---------|---------|---------|---------|
| <b>I. Projected Revenues</b>                           | <b>980,923</b> | <b>315,000</b>     | <b>665,923</b>         |         |         |         |         |
| A. Fed/State Funding From the Division of Aging        |                |                    |                        |         |         |         |         |
| Required Minimum Match - Cash                          |                |                    |                        |         |         |         |         |
| 1)   | 108,991        |                    |                        |         |         |         |         |
| 2)   | 0              | 35,000             | 73,991                 |         |         |         |         |
| 3)   | 0              |                    |                        |         |         |         |         |
| Total Required Minimum Match - Cash                    | 108,991        | 35,000             | 73,991                 | 0       | 0       | 0       | 0       |
| Required Minimum Match - In-Kind                       |                |                    |                        |         |         |         |         |
| 1)   | 0              |                    |                        |         |         |         |         |
| 2)   | 0              |                    |                        |         |         |         |         |
| 3)   | 0              |                    |                        |         |         |         |         |
| Total Required Minimum Match - In-Kind                 | 0              | 0                  | 0                      | 0       | 0       | 0       | 0       |
| B. Total Required Minimum Match (cash + in-kind)       | 108,991        | 35,000             | 73,991                 | 0       | 0       | 0       | 0       |
| C. Subtotal, Fed/State/Required Match Revenues         | 1,089,914      | 350,000            | 739,914                | 0       | 0       | 0       | 0       |
| D. USDA Cash Subsidy/Commodity Valuation               | 150,000        | 50,000             | 100,000                |         |         |         |         |
| E. OAA Title V Worker Wages, Fringe Benefits and Costs | 0              |                    |                        |         |         |         |         |
| Local Cash, Non-Match                                  |                |                    |                        |         |         |         |         |
| 1) Resources for Seniors                               | 75,000         |                    | 75,000                 |         |         |         |         |
| 2) Unified Way   | 37,183         | 0                  | 37,183                 |         |         |         |         |
| 3) Private fundraising                                 | 781,403        | 0                  | 781,403                |         |         |         |         |
| 4)   | 0              |                    |                        |         |         |         |         |
| F. Subtotal, Local Cash, Non-Match                     | 893,586        | 0                  | 893,586                | 0       | 0       | 0       | 0       |
| Other Revenues, Non-Match                              |                |                    |                        |         |         |         |         |
| 1)   | 0              |                    |                        |         |         |         |         |
| 2)   | 0              |                    |                        |         |         |         |         |
| 3)   | 0              |                    |                        |         |         |         |         |
| G. Subtotal, Other Revenues, Non-Match                 | 0              | 0                  | 0                      | 0       | 0       | 0       | 0       |
| Local In-Kind Resources (Includes Volunteer Resources) |                |                    |                        |         |         |         |         |
| 1)   | 0              |                    |                        |         |         |         |         |
| 2)   | 0              |                    |                        |         |         |         |         |
| 3)   | 0              |                    |                        |         |         |         |         |
| H. Subtotal, Local In-Kind Resources, Non-Match        | 0              | 0                  | 0                      | 0       | 0       | 0       | 0       |
| I. Client Cost Sharing                                 | 70,000         | 20,000             | 50,000                 |         |         |         |         |
| J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)   | 2,203,500      | 420,000            | 1,783,500              | 0       | 0       | 0       | 0       |

Division of Aging  
Service Cost Computation Worksheet

| II. Line Item Expense                                  | Grand Total                                   |  | Admin. Cost |  | Service |  | Service |  | Service   |  | Service |  | Service |  | Service |   |
|--|---|--|-------------|--|---------|--|---------|--|-----------|--|---------|--|---------|--|---------|---|
|  | Staff Salary From Labor Distribution Schedule |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 1) Full-time Staff                                     | 535,000                                       |  |             |  | 60,000  |  |         |  | 475,000   |  |         |  |         |  |         |   |
| 2) Part-time staff (do not include Title V workers)    | 93,800  |  |             |  | 43,800  |  |         |  | 50,000    |  |         |  |         |  |         |   |
| A. Subtotal, Staff Salary                              | 628,800                                       |  | 0           |  | 103,800 |  |         |  | 525,000   |  |         |  | 0       |  | 0       | 0 |
| Fringe Benefits  |   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 1) FICA @ %  | 39,900  |  |             |  | 7,400   |  |         |  | 32,500    |  |         |  |         |  |         |   |
| 2) Health Ins. @                                       | 70,000  |  |             |  | 0       |  |         |  | 70,000    |  |         |  |         |  |         |   |
| 3) Retirement @  | 12,500  |  |             |  | 0       |  |         |  | 12,500    |  |         |  |         |  |         |   |
| 4) Unemployment Insurance                              |   |  | 0           |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 5) Worker's Compensation                               | 13,000  |  |             |  |         |  |         |  | 13,000    |  |         |  |         |  |         |   |
| 6) Other   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| B. Subtotal, Fringe Benefits                           | 135,400                                       |  | 0           |  | 7,400   |  |         |  | 128,000   |  |         |  | 0       |  | 0       | 0 |
| Local In-Kind Resources, Non-Match                     |   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 1)   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 2)   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 3)   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| C. Subtotal, Local In-Kind Resources Non-Match         | 0   |  | 0           |  | 0       |  |         |  | 0         |  |         |  | 0       |  | 0       | 0 |
| D. OAA Title V Worker Wages, Fringe Benefits and Costs | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| Travel   |   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 1) Per Diem  | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 2) Mileage Reimbursement                               | 28,000  |  |             |  | 0       |  |         |  | 28,000    |  |         |  |         |  |         |   |
| 3) Other Travel Cost:                                  | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| E. Subtotal, Travel                                    | 28,000  |  | 0           |  | 0       |  |         |  | 28,000    |  |         |  | 0       |  | 0       | 0 |
| General Operating Expenses                             |   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 1) Prepared food costs                                 | 1,205,500                                     |  |             |  | 295,000 |  |         |  | 910,500   |  |         |  |         |  |         |   |
| 2) Delivery  | 64,000  |  |             |  | 0       |  |         |  | 64,000    |  |         |  |         |  |         |   |
| 3) Delivery Vehicle Expense                            | 24,000  |  |             |  |         |  |         |  | 24,000    |  |         |  |         |  |         |   |
| 4) Occupancy and Internal Operating                    | 105,800                                       |  |             |  | 13,800  |  |         |  | 92,000    |  |         |  |         |  |         |   |
| 5) Emergency Meals                                     | 12,000  |  |             |  |         |  |         |  | 12,000    |  |         |  |         |  |         |   |
| 6)   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 7)   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| 8)   | 0   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| F. Subtotal, General Operating Expenses                | 1,411,300                                     |  | 0           |  | 308,800 |  |         |  | 1,102,500 |  |         |  | 0       |  | 0       | 0 |
| G. Subtotal, Other Administrative Cost Not Allocated   |   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| in Lines II.A through F                                |   |  |             |  |         |  |         |  |           |  |         |  |         |  |         |   |
| H. Total Proj. Expenses Prior to Admin. Distribution   | 2,203,500                                     |  | 0           |  | 420,000 |  |         |  | 1,783,500 |  |         |  | 0       |  | 0       | 0 |
| I. Distribution of Administrative Cost                 |   |  | 0           |  | 0       |  |         |  | 0         |  |         |  | 0       |  | 0       | 0 |
| J. Total Proj. Expenses After Admin. Distribution      | 2,203,500                                     |  |             |  | 420,000 |  |         |  | 1,783,500 |  |         |  | 0       |  | 0       | 0 |

Division of Aging and Adult Services  
Service Cost Computation Worksheet

|   |  | Grand Total |  | Service |  | Service   |  | Service |  | Service |  | Service |  | Service |  | Service |  | Service |  | Service |  | Service |  |
|---|--|-------------|--|---------|--|-----------|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|--|
| III. Computation of Rates                       |  | Total       |  |         |  |           |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |
| A. Computation of Unit Cost Rate:               |  |             |  |         |  |           |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |
| 1. Total Expenses (equals line II.J)            |  | 2,203,500   |  | 420,000 |  | 1,783,500 |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  |
| 2. Total Projected Units                        |  |             |  | 77,000  |  | 249,000   |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |
| 3. Total Unit Cost Rate                         |  |             |  | 5,4545  |  | 7,1627    |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  |
| B. Computation of Reimbursement Rate:           |  |             |  |         |  |           |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |
| 1. Total Revenues (equals line I.J)             |  | 2,203,500   |  | 420,000 |  | 1,783,500 |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  |
| 2. Less: USDA (equals line I.D)                 |  | 150,000     |  | 50,000  |  | 100,000   |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  |
| Title V (equals line I.E and II.D)              |  | 0           |  | 0       |  | 0         |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  |
| Non Match In-Kind (equals line I.H and II.C)    |  | 0           |  | 0       |  | 0         |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  |
| 3. Revenues Subject to Unit Reimbursement       |  | 2,053,500   |  | 370,000 |  | 1,683,500 |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  | 0       |  |
| 4. Total Projected Units (equals line III.A.2)  |  |             |  | 77,000  |  | 249,000   |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |         |  |
| 5. Total Reimbursement Rate                     |  |             |  | 5,2220  |  | 6,7432    |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  |
| C. Units Reimbursed Through HCCBG               |  |             |  | 72,838  |  | 109,439   |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  |
| D. Units Reimbursed Through Program Income*     |  |             |  | 3,829   |  | 7,414     |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  |
| E. Units Reimbursed Through Remaining Revenues  |  |             |  | 0       |  | 132,516   |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  |
| F. Total Units Reimbursed/Total Projected Units |  |             |  | 76,667  |  | 249,369   |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  | #DIV/0! |  |

\* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DOA-732A) corresponds with information stated on the Provider Services Summary (DOA-732) as follows:

|                                     | DOA-732A     | DOA-732 |
|-------------------------------------|--------------|---------|
| Block Grant Funding                 | Line I.A     | Col. A  |
| Required Local Match-Cash & In-Kind | Line I.B     | Col. B  |
| Net Service Cost                    | Line I.C     | Col. C  |
| USDA Subsidy                        | Line I.D     | Col. D  |
| Total Funding                       | Line I.C+I.D | Col. E  |
| Projected HCCBG Reimbursed Units    | Line III.C   | Col. F  |
| Total Reimbursement Rate            | Line III.B.5 | Col. G  |
| Projected Total Service Units       | Line III.F   | Col. I  |







**TRIANGLE J COUNCIL OF GOVERNMENTS**  
Area Agency on Aging

**CERTIFICATION OF REQUIRED MINIMUM LOCAL MATCH AVAILABILITY**

**Date:** 5/11/2016

**Fiscal Year:** FY2017

**Agency:** Resources for Seniors, Inc.

**Service:** HCCBG Support Services – Non Nutrition

**Itemization of Commitment:**

**Required Local Match** (total must agree to amount in the Funding Plan)

1. Cash of: \$208,699 provided by: Wake County Budget
2. Cash of: \_\_\_\_\_ provided by: \_\_\_\_\_  
Cash of: \_\_\_\_\_ provided by: \_\_\_\_\_
3. Total Local Match: \$208,699

It is understood that funds committed as required minimum local match will be used to match the Home and Community Care Block Grant appropriation and will not be used to match any other federal or state funds during the contractual period.

**Name and Title:** Kristen K. Brannock; President Resources for Seniors, Inc. May 11, 2016

**Signature:** Kristen K. Brannock



**TRIANGLE J COUNCIL OF GOVERNMENTS**  
Area Agency on Aging

**CERTIFICATION OF REQUIRED MINIMUM LOCAL MATCH AVAILABILITY**

**Date:** May 11, 2016

**Fiscal Year:** 2016-17

**Agency:** Meals on Wheels of Wake County \_\_\_\_\_

**Service:** Congregate Nutrition and Home Delivered Nutrition \_\_\_\_\_

**Itemization of Commitment:**

**Required Local Match** (total must agree to amount in the Funding Plan)

1. Cash of: \$117,324 \_\_\_\_\_ provided by: Wake County budget  
Cash of: \_\_\_\_\_ provided by: \_\_\_\_\_  
Cash of: \_\_\_\_\_ provided by: \_\_\_\_\_
2. Total Local Match: \$117,324 \_\_\_\_\_

It is understood that funds committed as required minimum local match will be used to match the Home and Community Care Block Grant appropriation and will not be used to match any other federal or state funds during the contractual period.

**Name and Title:** Alan Winston Executive Director

**Signature:** Alan Winston

**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

**July 1, 2016 through June 30, 2017**

**Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency  
(Older Americans Act, Section 305(a)(2)(E))**

Community Service Provider Resources for Seniors, Inc.

County Wake

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform to specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Annually, over 53% of Resources for Seniors services units funded by the Older American's Act are provide to low-income minorities. The agency will continue to issue public service announcements regarding the availability of services with emphasis on this target population and the rural elderly. RFS utilizes an in-house Speaker's Bureau in which presentations are made to diverse groups across the county, both urban and rural. Service information will be made available at Wake County's six senior centers and at RFS' Total Life Centers, many of which are in rural Wake County. RFS has established consulting / programming agreements with 12 community agencies as well as reciprocal referral relationships with 22 community agencies. RFS literature is widely circulated among agencies and other service providers, including in written and electronic format. Any Wake County resident may receive a free copy of our Resource Directory (update published February 2016.)

RFS is the lead agency for the CAP/DA program in Wake County and provides case management services to 20 HUD section 202 Elderly Housing Developments in Wake County. The agency will continue to utilize all current means available to make known the services to the eligible population within Wake County and will take advantage of new opportunities as they develop. RFS makes every attempt possible to assist with translation for elderly with limited English proficiency, English as a second language courses are offered at some of the Wake County Senior Centers. RFS has bilingual employees and requests support as needed from external agencies plus informal supports when a client has a language barrier in a foreign language which is not spoken at our agency.

Kristen K. Brannock, President



Date: May 11, 2016

**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

**July 1, 2016 through June 30, 2017**

**Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency  
(Older Americans Act, Section 305(a)(2)(E))**

**Community Service Provider Meals on Wheels of Wake County**

**County Wake**

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

In order to meet the needs of low income, minority elderly in Wake County for both congregate and home delivered meals, Meals on Wheels will continue to target this population for its services.

1. Flyers and bulletin inserts will be made available to faith communities throughout Wake County. Flyers with information on how to apply will be sent to rural and minority faith communities as well as placed in all outreach materials.
2. Locations and times for service for the nutrition centers will be posted in appropriate venues throughout Wake County. Information concerning our services will be posted with the Raleigh Housing Authority. Information on nutrition services is available in the Resources for Seniors Directory of Services for Older Adults and on the Resources website.
3. Information on Nutrition Services is on file at area hospitals, doctors' offices and in-home health service providers. Every effort is made to keep such information current

July 1, 2016 through June 30, 2017

**Home and Community Care Block Grant for Older Adults**

**Community Service Provider**

**Standard Assurances**

Resources for Seniors, Inc. agrees to provide services through the Home and  
(Name of Provider)  
Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732)  
in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
  - a) The County Funding Plan;
  - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
  - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
  - a) Eligibility determination;
  - b) Client intake/registration;
  - c) Client assessment/reassessments and quarterly visits, as appropriate;
  - d) Determining the amount of services to be received by the client; and
  - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.
10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
  - a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
  - b. The subcontractor has not been barred from doing business at the federal level.
  - c. The subcontractor is able to produce a notarized "State Grant Certification of No Overdue Tax Debts."

- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
  - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.



(Authorized Signature)

5-11-16

(Date)



**Standard Assurance To Comply with Older Americans Act  
Requirements Regarding Clients Rights  
For  
Agencies Providing In-Home Services through the  
Home and Community Care Block Grant for Older Adults**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Resources for Seniors, Inc.

Name of Agency Administrator: Kristen K. Brannock

Signature: *Kristen K. Brannock* Date: 5/11/16

## CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your property.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for services.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
14. You have the right to be fully informed about other services provided by this agency.

**July 1, 2016 through June 30, 2017**

**Home and Community Care Block Grant for Older Adults**

**Community Service Provider**

**Standard Assurances**

Meals on Wheels of Wake County agrees to provide services through the Home and  
(Name of Provider)

Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732)  
in accordance with the following:

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Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
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4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

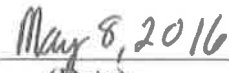
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  - b. The subcontractor has not been barred from doing business at the federal level.
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- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
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12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
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(Authorized Signature)

  
(Date)