

**Kristen K Brannock, President  
Resources for Seniors, Inc.  
1110 Navaho Drive, Suite 400  
Raleigh, NC 27609  
919-713-1524; Fax-872-6683, Email [Kristenb@rfsnc.org](mailto:Kristenb@rfsnc.org)**

**MEMORANDUM**

**To: Glenda Reed, Program Manager  
Craig Burrus, Assistant Division Director  
Wake County Human Services**

**From: Kristen K Brannock**

**Date: May 22, 2019**

**Re: 2019-2020 Home and Community Care Block Grant Materials**

Attached please find the 2019-2020 Home and Community Care Block Grant (HCCBG) materials. The GOLD Coalition reviewed and approved the County Funding Plan Summary this morning, which is a requirement of Block Grant regulations. I have placed a "sign here" sticker where signatures are needed after approval at the June Commissioners meeting. I have also placed "sign here" stickers in the places where the County Finance Officer has to sign, acknowledging county match dollars. The County Funding Plan document attached has not changed from the preliminary version I provided to the County earlier this month.

The rate of growth in the 60+ population in our County is outpacing all other groups. Without the County's commitment to matching these funds with local dollars, the funding would not come to residents of Wake County. There has been a bill presented in the General Assembly in this long session to increase the statewide allocation to the HCCBG by \$7M. The House Budget includes an additional allocation of approximately \$4M. The Senate Budget is due to be released. Over the coming months we will learn if additional funds will come Wake County's way as a result of the state budget process. As the Lead Agency representative for the Home and Community Care Block Grant in Wake County, I will notify Wake County Human Services immediately if that is the case.

Sincerely,



Kristen K. Brannock

President

**2019-2020**  
**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 Activity Centers, Information-Referral-Options Counseling, housing and home improvement and others. 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. By agreement of the Wake County Board of Commissioners and Wake County Human Services, Resources for Seniors serves as the Lead Agency for the Home and Community Care Block Grant in Wake County.

The funding for FY 2019-2020 will be made available to Wake County in the amount of **\$3,462,836** and have been apportioned for fiscal year 2020 as follows: Meals on Wheels **\$1,320,241** and Resources for Seniors **\$2,142,595**.

In order for these funds to be available to older adults in our county, the required local matching funds of **\$384,759** must be secured from Wake County Government, either through the County Manager's Recommended Budget or other sources, for fiscal year 2019-2020.

Of the required total local matching funds **\$146,693** will match the funding for Meals on Wheels and **\$238,066** will match the funding for Resources for Seniors. The Total Allocation plus Local Match made available for Block Grant services in Wake County for FY20 is **\$3,847,595**.

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

**County Funding Plan**

**Resources For Seniors, Inc.**

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

County: Wake

July 1, 2019 through June 30, 2020

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)

 5/4/19  
\_\_\_\_\_  
Authorized signature (date)

Kristen K Brannock, President

(Type name and title of signatory agent)



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

DOA-731 (Rev. 2/15)

**County Funding Plan**

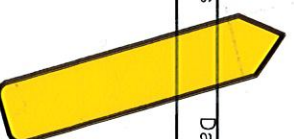
**County Services Summary**

County Wake through June 2020  
 July 2019  
 REVISION # 1, DATE :


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									Total							
Transportation	250	218,638	-	24,293	242,931		242,931	10,742	22,6153	169	8,656								
Info/Case Assist.	040	218,214	-	24,246	242,460		242,460	-	-	5,490	N/A								
Housing & Home Impr	140	-	55,000	6,111	61,111		61,111			52	19,012								
Overnight Respite	320	-	-	3,230	32,300		32,300	150	215,3333	15	150								
Inst. Respite	210	-	-	36,883	368,832		368,832	46,101	8,0005	55	150								
Senior Centers	170	-	-	38,170	381,701		381,701	-	-	5,702	N/A								
In-Home PC II	042	-	397,280	44,142	441,422		441,422	19,012	23,2181	54	19,012								
In-Home PC III	045	-	285,907	31,767	317,674		317,674	12,447	25,5213	16	12,447								
		-	-	-	-		-	-	-	-	-								
				-	-		-												
ADC- Social	030	-	107,187	11,910	119,097		119,097	3,601	33,0733	35	3,601								
H Mgmt Level I	041	-	21,749	2,417	24,166		24,166	1,559	15,5010	9	1,559								
PC Level II	042	-	134,070	14,897	148,967		148,967	8,275	18,0021	30	8,275								
				-	-		-												
				-	-		-												
Home Delivered Meals			931,241	103,471	1,034,712	175,000	1,209,712	137,677	7,5155	925	258,000								
Congregate Meals			389,000	43,222	432,222	51,000	483,222	71,350	6,0528	925	73,000								
Total	436,852	894,006	2,131,978	384,759	3,847,595	226,000	4,073,595			13,477									

Signature, Chairman, Board of Commissioners

Date















<b>Fiscal Period:</b>	July 2019	through	June 2020
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[illegible]

PERCENT FT:	67.33%	78.57%	100.00%	69.17%	44.20%	56.32%	100.00%	100.00%	51.70%
PERCENT PT:	32.67%	21.43%	0.00%	30.83%	55.80%	43.68%	0.00%	0.00%	48.30%



**Service Cost Computation Worksheet**

Provider: Resources for Seniors, Inc.  
 County: Wake  
 Budget Period: July 2019 through June 2020

		Activity		Activity	
		Service		Service	
		Transportation (General) 250		Information & Case Assistance 040	
<b>I. Projected Revenues</b>		<b>Grand Total</b>			
A. Fed/State Funding From the Div. of Aging & Adult Svcs.		\$ 1,879,589	\$	218,638	\$ 218,214
Required Minimum Match - Cash					
1)		\$ -			
2)	Wake County	\$ 208,842	\$	24,293	\$ 24,246
3)		\$ -			
Total Required Minimum Match - Cash		\$ 208,842	\$	24,293	\$ 24,246
Required Minimum Match - In-Kind					
1)		\$ -			
2)		\$ -			
3)		\$ -			
Total Required Minimum Match - In-Kind		\$ -	\$	-	\$ -
B. Total Required Minimum Match (cash + in-kind)		\$ 208,842	\$	24,293	\$ 24,246
C. Subtotal, Fed/State/Required Match Revenues		\$ 2,088,431	\$	242,931	\$ 242,460
D. NSIP Cash Subsidy/Commodity Valuation		\$ -	\$	-	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs		\$ -			
Local Cash, Non-Match					
1)		\$ -			
2)	Wake County	\$ 114,898	\$	5,000	
3)		\$ -			
4)		\$ -			
F. Subtotal, Local Cash, Non-Match		\$ 114,898	\$	5,000	\$ -
Other Revenues, Non-Match					
1)		\$ -			
2)	Reserves	\$ -			
3)		\$ -			
G. Subtotal, Other Revenues, Non-Match		\$ -	\$	-	\$ -
Local In-Kind Resources (Includes Volunteer Resources)					
1)		\$ -			
2)		\$ -			
3)		\$ -			
H. Subtotal, Local In-kind Resources, Non-Match		\$ -	\$	-	\$ -
I. Client Cost Sharing		\$ 4,827	\$	-	\$ -
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)		\$ 2,208,156	\$	247,931	\$ 242,460



Division of Aging and Adult Services  
Service Cost Computation Worksheet

- II. Line Item Expenses**  
Staff Salary From Labor Distribution Schedule
- 1) Full-time Staff **(do not include Title V workers)**
  - 2) Part-time Staff **(do not include Title V workers)**
- A. Subtotal, Staff Salary**
- Fringe Benefits
- 1) FICA @ 7.65 %
  - 2) Health Insurance
  - 3) Retirement
  - 4) Unemployment Insurance
  - 5) Worker's Compensation
  - 6) Other
- B. Subtotal, Fringe Benefits**
- Local In-Kind Resources Non-Match
- 1)
  - 2)
  - 3)
- C. Subtotal, Local In-Kind Resources Non-Match**
- D. OAA Title VW orker W ages, Fringe Benefits and Costs**
- Travel
- 1) Per Diem
  - 2) Mileage Reimbursement
  - 3) Other Travel Cost
- E. Subtotal, Travel**
- General Operating Expenses
- 1) Supplies
  - 2) Occupancy
  - 3) Telephone
  - 4) Postage, Shipping, Printing
  - 5) Equipment Maintenance
  - 6) Publications/Internet
  - 7) Special Assistance to Individuals
  - 8) Miscellaneous
- F. Subtotal, General Operating Expenses**
- G. Subtotal, Other Administrative Cost Not Allocated in Lines II, A through E**
- H. Total Proj. Expenses Prior to Admin. Distribution**
- I. Distribution of Administrative Cost**
- J. Total Proj. Expenses After Admin. Distribution**

	Grand		Admin. Cost		Service Transportation (General) 250		Service Information & Case Assistance 040	
	Total							
	\$ 547,441	\$ 49,953	\$ 21,497	\$ 139,259				
	\$ 251,964	\$ 13,621	\$ -	\$ -				
	\$ 813,026	\$ 63,574	\$ 21,497	\$ 139,259				
	\$ 62,196	\$ 4,863	\$ 1,645	\$ 10,653				
	\$ 145,568	\$ 6,008	\$ 5,792	\$ 29,295				
	\$ 8,131	\$ 636	\$ 215	\$ 1,393				
	\$ 2,561	\$ 119	\$ 89	\$ 331				
	\$ 14,732	\$ 236	\$ 366	\$ 1,144				
	\$ 13,885	\$ 1,924	\$ 471	\$ 1,894				
	\$ 247,073	\$ 13,786	\$ 8,578	\$ 44,710				
	\$ -							
	\$ -							
	\$ -							
	\$ -	\$ -	\$ -	\$ -				
	\$ -							
	\$ -							
	\$ 4,535	\$ -	\$ 7	\$ 166				
	\$ 9,543	\$ 155	\$ -	\$ 582				
	\$ 14,078	\$ 155	\$ 7	\$ 748				
	\$ 17,362	\$ 1,453	\$ -	\$ 950				
	\$ 173,923	\$ 5,705	\$ 1,799	\$ 13,819				
	\$ 20,295	\$ 310	\$ 68	\$ 13,819				
	\$ 3,318	\$ 137	\$ 88	\$ 670				
	\$ 5,190	\$ 1,803	\$ 1	\$ 128				
	\$ 12,081	\$ 1,445		\$ 6,939				
	\$ 831,018		\$ 202,510					
	\$ 70,868	\$ 19,800	\$ 1,246	\$ 9,550				
	\$ 1,134,055	\$ 30,653	\$ 205,712	\$ 45,875				
	\$ -							
	\$ 2,208,232	\$ 108,168	\$ 235,794	\$ 230,592				
	\$ (108,092)		\$ (12,137)	\$ (11,868)				
	\$ 2,208,156		\$ 247,931	\$ 242,460				

**III. Computation of Rates**

Grand		Service Transportation (General) 250		Service Information & Case Assistance 040	
Total					

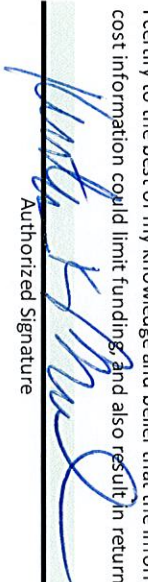


- A. Computation of Unit Cost Rate:**
1. Total Expenses (equals line II.J)
  2. Total Projected Units
  3. Total Unit Cost Rate
- B. Computation of Reimbursement Rate:**
1. Total Revenues (equals line I.J)
  2. Less: NSIP (equals line I.D)  
Title V (equals line I.E less II.D)  
Non Match In-Kind (equals line I.H less II.C)
  3. Revenues Subject to Unit Reimbursement
  4. Total Projected Units (equals line III.A.2)
  5. Total Reimbursement Rate
- C. Units Reimbursed Through HCCBG**
- D. Units Reimbursed Through Program Income\***
- E. Units Reimbursed Through Remaining Revenues**
- F. Total Units Reimbursed/Total Projected Units**

\$ 2,208,156	\$ 247,931	\$ 242,460
	10,963	
	22,6153	
\$ 2,208,156	247,931	242,460
\$ -	-	-
\$ -	-	-
\$ 2,208,156	247,931	242,460
	10,963	
	22,6153	
	10,742	
	-	-
	221	-
	10,963	-

\* 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 Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate cost information could limit funding, and also result in return of funds if the error or omission results in a higher than

  
Authorized Signature

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

DAAS-732A	DAAS-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
NSIP 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



[illegible]



Service		Service		Service		Service		Service	
In-Home Aide-Level II - Personal Care		In-Home Aide-Level III - Personal Care		Respite, Institution		Respite, Overnight		Housing & Home Improvement	
042		045		210		320		140	





I. Projected Revenues		Grand Total	Service Congregat	Service HDM	Service	Service	Service	Service	Service	Service	Service	Service	Service	Service
A. Fed/State Funding From the Division of Aging		1,320,241	389,000	931,241										
Required Minimum Match - Cash		146,693	43,222	103,471										
1)														
2)														
3)														
Total Required Minimum Match - Cash		146,693	43,222	103,471										
Required Minimum Match - In-Kind														
1)														
2)														
3)														
Total Required Minimum Match - In-Kind														
B. Total Required Minimum Match (cash + in-kind)		146,693	43,222	103,471										
C. Subtotal, Fed/State/Required Match Revenues		1,466,934	432,222	1,034,712										
D. NSIP Cash Subsidy/Commodity Valuation		226,000	51,000	175,000										
E. OAA Title V Worker Wages, Fringe Benefits and Costs														
Local Cash, Non-Match														
1)														
2)														
3)														
4)														
F. Subtotal, Local Cash, Non-Match														
Other Revenues, Non-Match														
1)														
2)														
3)														
G. Subtotal, Other Revenues, Non-Match														
Local In-Kind Resources (Includes Volunteer Resources)														
1)														
2)														
3)														
H. Subtotal, Local In-kind Resources, Non-Match														
I. Client Cost Sharing		50,000	10,000	40,000										
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)		1,742,934	493,222	1,249,712										

Division of Aging  
Service Cost Computation Worksheet

II. Line Item Expense		Grand Total	Admin. Cost	Service	Service	Service	Service	Service	Service	Service	Service	Service
Staff Salary From Labor Distribution Schedule												
1) Full-time Staff		450,000		200,000	250,000							
2) Part-time staff (do not include Title V workers)		390,000		190,000	200,000							
A. Subtotal, Staff Salary		840,000	0	390,000	450,000	0	0	0	0	0	0	0
Fringe Benefits												
1) FICA @ 7.65 %		64,260		29,835	34,425							
2) Health Ins. @		0										
3) Retirement @		0										
4) Unemployment Insurance		0										
5) Worker's Compensation		0										
6) Other		0										
B. Subtotal, Fringe Benefits		64,260	0	29,835	34,425	0	0	0	0	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	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs		0										
Travel												
1) Per Diem		0										
2) Mileage Reimbursement		0										
3) Other Travel Cost:		0										
E. Subtotal, Travel		0	0	0	0	0	0	0	0	0	0	0
General Operating Expenses												
1)		786,452		21,165	765,287							
2)		0										
3)		0										
4)		0										
5)		0										
6)		0										
7)		0										
8)		0										
F. Subtotal, General Operating Expenses		786,452	0	21,165	765,287	0	0	0	0	0	0	0
G. Subtotal, Other Administrative Cost Not Allocated												
In Lines II.A through F												
H. Total Proj. Expenses Prior to Admin. Distribution		1,690,712	0	441,000	1,249,712	0	0	0	0	0	0	0
I. Distribution of Administrative Cost			-52,222	52,222	0	0	0	0	0	0	0	0
J. Total Proj. Expenses After Admin. Distribution		1,742,934		493,222	1,249,712	0	0	0	0	0	0	0



Division of Aging and Adult Services  
Service Cost Computation Worksheet

III. Computation of Rates	Grand													
	Total													
<b>A. Computation of Unit Cost Rate:</b>														
1. Total Expenses (equals line II.J)	1,742,934													
2. Total Projected Units														
3. Total Unit Cost Rate														
<b>B. Computation of Reimbursement Rate:</b>														
1. Total Revenues (equals line I.J)	1,742,934													
2. Less: NSIP (equals line I.D)	226,000													
Title V (equals line I.E less II.D)	0													
Non Match In-Kind (equals line I.H less II.C)	0													
3. Revenues Subject to Unit Reimbursement	1,516,934													
4. Total Projected Units (equals line III.A.2)														
5. Total Reimbursement Rate														
<b>C. Units Reimbursed Through HCCBG</b>														
<b>D. Units Reimbursed Through Program Income*</b>														
<b>E. Units Reimbursed Through Remaining Revenues</b>														
<b>F. Total Units Reimbursed/Total Projected Units</b>														

\* 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 (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

	DAAS-732A	DAAS-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
NSIP 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

AGENCY NAME:	Meals on Wheels Wake County
SFY_19-20	

FY:2019-20

[illegible]



**July 1, 2019 through June 30, 2020**

**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 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)

5/9/19  
(Date)

**July 1, 2019 through June 30, 2020**

**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:

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)

  
(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:  Date: 4/30/2019

(Please return this form to your Area Agency on Aging and retain a copy for your files.)