# SENIOR CENTER

Serving Rowan County, NC Older Adults

www.ruftyholmes.org

1120 S. MLK Jr. Ave, Salisbury, NC

704-216-7714

June 10, 2022

TO:

Rowan County Board of Commissioners, Aaron Church, Rowan County Manager

FROM:

Nan Buehrer, Executive Director

Rufty-Holmes Senior Center, and Lead Agency for HCCBG Committee

RE:

Home & Community Care Block Grant Funding Plan for FY 2022-2023

RESPONSE Signed, Approved Plan must be submitted to Centralina Area Agency on REQUESTED: Aging by 6/30/2022

Attached, please find the proposed funding plan for the use of Home and Community Care Block Grant funds allocated to Rowan County for FY 2022-2023. This funding provides vital services for Rowan County's Older Adults, comprising 24% of our county's population.

The HCCBG Advisory Committee met and recommends the funding plan as attached. The Grant requires a minimum 10% matching allocation from Rowan County.

Services will be provided by Rowan Transit System, Rowan County Dept. of Social Services, Rufty-Holmes Senior Center, Meals on Wheels Rowan County and Trinity Living Center for Adult Day Services.

We acknowledge and thank the Commissioners for any additional support from the County, above and beyond the required matching funds, for the provision of these important services on behalf of our older adult citizens. I will be glad to answer any questions you may have.

With Optimism,

Nan Buehrer Director

Cc: Rowan County HCCBG Advisory Committee

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			DAAS-730 (Rev. 2/16)
	Home	and Community Care Block Grant for Older Adult	S
		County Funding Plan	
Identification of	Agency or Office with Le	ead Responsibility for County Funding Plan	
County:	Rowan	July 1, 2022 through June 30, 2023	
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				\$ 130,140	\$ -	130,140	\$ 13,014 \$	117,126	\$ 117,126 \$		, \$	\$	RH-Senior Center Operation
30,000	400	\$ 12.1422	26,047	\$ 340,266	\$ 24,000	316,266	\$ 31,627 \$	284,639	\$ 284,639 \$		- \$	\$	RH-Congregate Nutrition
Units	Clients	Rate		Funding	Subsidy	Service Cost	Local Match	Total	Other	In-Home	Н	Access	Services
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NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

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																					112							-		Congregate Site Coord	_	_	Congregate Site Coord		oord			Aging Transitions Mgr					POSITION		SFY 2022-2023
																									\$ 31,200		\$ 29,460	\$ 28,600		\$ 26,520			\$ 26,520	\$ 26,520	\$ 26,520	\$ 36,400		\$ 51,603		\$ 50,594		\$ 80,242	1		CATCA
TOTAL	SUBTOTAL PT:	SUBTOTAL ET:																							0.25 PART TIME	1 FULLTIME	0.5 PART TIME	0.5 PART TIME	0.5 PART TIME	0.5 PART TIME	0.5 PART TIME	0.5 PARTTIME	0.5 PART TIME	0.5 PART TIME	0.5 PART TIME	1 FULL TIME	0.4 PART TIME	1 FILL TIME	A FULL TIME	1 FULL TIME	0.5 PART TIME	1 FULL TIME	Equivalent PART TIME		
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North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet
Provider: RUFTY-HOLMES SENIOR CENTER
County: ROWAN
Budget Period: July 2022 through June 2023

		Congregate Nutrition	Senior Center Operation	0	0	0	0	0	0
Trojected revenues	Grand Iotal	180	170	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
A. rea/state running from the DN. of Aging & Adult Svcs.	\$ 401,765	\$ 284,639	\$ 117,126 \$	*	4.5	5	-	\$	
Required Minimum Match - Cash									
1) Rowan County	\$ 44,641	\$ 31,627	\$ 13,014						
2)	,								
3)	٠.								
Total Required Minimum Match - Cash	\$ 44,641	\$ 31,627	\$ 13,014 \$	ı,	,	,		0	
Required Minimum Match - In-Kind						,			
1)									
2)	\$								
3)	\$								
Total Required Minimum Match - In-Kind	\$ .	· ,	S	S	,			0	
B. Total Required Minimum Match (cash + in-kind)	\$ 44,641	\$ 31,627 \$	13,014	\$	,	ın.			***************************************
C. Subtotal, Fed/State/Required Match Revenues	\$ 446,406	\$ 316.266   \$	130,140	S	in.	5			***************************************
D. NSIP Cash Subsidy/Commodity Valuation	\$ 24,000	\$ 24,000 \$		\$				A (	
nefits and Costs									
Local Cash, Non-Match		COMPANY OF THE PARTY OF THE PAR				THE CHICAGO PARTY			
1) County General Fund	\$ 199,223	\$ 20,000 S	S 179,223						STATE OF THE PERSON NAMED IN COLUMN 1
2) Business/Municipalities	\$ 7,000								
<ol> <li>County Senior Center Grant</li> </ol>	\$ 83,530		\$ 83,530						
4) City of Salisbury	\$ 63,000		\$ 63,000						
F. Subtotal, Local Cash, Non-Match	\$ 352,753	\$ 20,000 \$		\$	,	S .			
Other Revenues, Non-Match									
1) Donations	\$ 45,000	\$ 000,8	\$ 37,000						
2) Small Grants (Gen Purp, Fdns, )	\$ 52,554								
3) Program Fees	\$ 70,000		\$ 70,000						
G. Subtotal, Other Revenues, Non-Match	\$ 167,554	\$ 8,000 \$		8	(A	,		^	
Local In-Kind Resources (Includes Volunteer Resources)									
1)	\$								
2)	\$			9					
3)	\$								
H. Subtotal, Local In-kind Resources, Non-Match		·	\$	\$	·		1	1	
I. Client Cost Sharing	\$ 20,000	\$ 20,000							
J. Total Projected Revenues (Sum I.C,D,E,F,G,H, & I)	\$ 1,010,713	\$ 388,266 \$	\$ 622,447 S	S	^				

				-	4010100	Act a tech	SOLAIGE	
II. Line Hem Expenses Total Cost 180	Vutrition	Senior Center Operation 170	#N/A	0	0	0	0	
Distribution Schedule					2,000	21.002.0	THE OWNER OF THE OWNER OWNE	1
1) Full-time Staff (do not include Title V workers) \$ 303,709 \$ 54,500 \$	57,580 \$	191,629 \$			S	,	^	^
2) Part-time staff (do not include Title V workers) \$ 183,960 \$ 12,250 \$	81,560 \$			s,	S	in.		^ 4
A. Subtotal, Staff Salary \$ 499,919 \$ 66,750 \$	139,140							* <
П								4
7.65 % \$ 38,244 \$ 5,106 \$	10,644 \$	22,493 \$			,		^	^
2) Health Insurance \$ 42,000 \$ 10,500 \$	10.500 \$							1
\$ 6,493 \$ 2,407 \$	1,368 \$							1
4) Unemployment Insurance \$ 7,143 \$	1,690 \$							1
5) Worker's Compensation \$ 3,700 \$	1,058 \$	2,642						1
•								1
B. Subtotal, Fringe Benefits \$ 97,580 \$ 18,013 \$	25,260 \$	54,306 \$		S	\$			S
Local In-Kind Resources Non-Match								T
								1
								1
Couloral, Local in Kind Resources Non-March S S S				s.	\$	S		s
D. CAA Title V Worker Wages, Fringe Benefits and Costs 5								П
2								
Nileage Kelmbursement S					1			
3) Other Travel Cost \$								1
E. Subtotal, Travel	. \$	-   3		s.	S		^	1

F. Total Unite Reimburged Total Projected Units	E. Units Reimbursed Through Remaining Revenues	D. Units Reimbursed Through Program Income*	C. Units Reimbursed Through HCCBG	5. Total Reimbursement Rate	4 Total Projected Units (equals kne III.A.2)	o. Revenues oubject to unit Reimbursement	Non Maich in-Kind (equals ine i.H less ii.c.)	line v (equals when in ess in.U)	Z. Less. Noir (equals me LD)	lotal Revenues (equals me i.j.)	Computation of Reimbursement Rate:	3. Total Unit Cost Rate	z. Iotal Projected Units	1. Total Expenses (equals line II.J)	A. Computation of Unit Cost Rate:	III. Computation of Pates		o rotat Fro), Expenses Aiter Admin. Distribution	Table of Administrative Cost	H. Total Proj. Expenses Prior to Admin. Distribution	Lines #A through E	Subtotal Other Administrative Cont Not Allegard	8) Legal / Professional Expenses						-	
						\$ 986,/13			24,000	\$ 1,010,713				\$ 1,010,713	ional	Total		\$ 1,010,713	\$ (129,543)	\$ 984,1	vs.	45	\$ 20,6	\$ 20,5	5 3,1	\$ 69,1	\$ 8,0	\$ 6,4	\$ 180,000	\$ 79,500
						13			00	13				13				13	43)	5		386,679 \$ 18,		ı			L	_		<u>50</u>
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	2,306	1.647	26,047	12.1422	30,000	364,266			24,000 \$	388,266		12.9422	30.000	388,266	180	Congregate Nutration	Service	388,266	(3,505)	384,761		220,361	4,203 S	3,750	1,543 \$	4,365	1,800 \$	700	180,000	24,000 \$
	•		,			\$ 622,447		\$		\$ 622,447		\$		\$ 622,447	0/1	Senior Center Operation	Service	\$ 622,447	\$ (128,038)	\$ 496,409		\$ 148,074	\$ 4,203	\$ 13,500		\$ 63,500		\$ 4,550		\$ 55.500
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\* 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 IC.

### Certification

Legrify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

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Title	Executive Director	
1		

5/17/2022 Date

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	DAAS-732A	DAAS-7
lock Grant Funding	Line I.A	Col. A
equired Local Match-Cash & In-Kind	Line I.B	Col. B
let Service Cast	Line 1.C	Col. C
ISIP Subsidy	Line I.D	Col. C
otal Funding	L. İ.C+I.D	Col. E
rojected HCCBG Reimbursed Units	Line III.C	Col. F
otal Reimbursement Rate	Line III.B.5	Col. G
rojected Total Consider Haits		

RUFTY-HOLMES SENIOR CENTER   Home and Community Care Block Grant for Older Adults   DAAS-722   HOUNG   DAGS   DA	Date		d of Commis	airman, Boarc	Signature, Chairman, Board of Commissioners	Date	٥	Officer	Signature, County Finance Officer	Signature, Co						
HOLMES SEXNOR CENTER    Home and Community Care Block Grant for Older Adults   DAAS-722   FOWAN   DATE   DATE   DAAS-722   FOWAN   DATE   DATE   DAAS-722   FOWAN   DAAS-722	Date	6-70	Q S	ignature, Title ervice Provid	Authorized Si Community S	lity.	match availa simultaneous	be expended:	of required match will all match with the match will be all matches with the matches	Certification Required loc with Block G						
HOLIMES SENIOR CENTER   Home and Community Care Block Grant for Older Adults   DAAS-732	ر ر	-								) :						
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HOLIMES SENIOR CENTER     Frank   Fr	1													0		
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HOLMESSENIOR CENTER   Home and Community Carre Block Grant for Older Adults   DAAS-782   County   Finding Plan   Finding Pla	1		<del>()</del>	•	<del>\$</del>	÷								0		
HOLIMES SENIOR CENTER   Home and Community Care Block Grant Funding Plan   Equired Registration   Funding Plan   Equired Registration	•		<del>⇔</del>		<del>()</del>			1						0		
HOLMES SENIOR CENTER   Home and Community Care Block Grant for Older Adults   DAAS-732   County Funding Plan   County Funding Plan   County   County   DAAS-732   County   County   DAAS-732   County   Total   Daas-732   County   Daas-732   Daas-73	1		<del>€</del> ≯	-	<del>⇔</del>	<del>()</del>								0		
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HOLMES SENIOR CENTER   Home and Community Care Block Grant for Older Adults   DAAS-732   FOWAN   South   For older Services Summary   Founding Plan   Foundi	-		-	ı	٠			-						0		
HOLMES SENIOR CENTER    Home and Community Care Block Grant for Older Adults   DAAS-732   County Funding Plan   County Funding Flan   March   County Funding Flan   Fund	'		-	-	<del>\$</del>							ŀ		0		
HOLMES SENIOR CENTER    Home and Community Care Block Grant for Older Adults   DAAS-732   Frovider Services Summary   Frovider Services Summar	-		<del>(\$</del>	-								ı		0		
Home and Community Care Block Grant for Older Adults   DAAS-732   Floring Jr. Ave. South   Date   Provider Services Summary   Provider Servi	-		<b>€</b>	1						·				0		
HOLMES SENIOR CENTER  Home and Community Care Block Grant for Older Adults    County   Funding Plan   Provider Services Summary   Provider Ser	· -		<del>⇔</del> '	-							·			0		
Homeand Community Care Block Grant for Older Adults   DAAS-732   County   Funding Plan   County   Education   Luther King Jr. Ave. South   Direct   Purchase   Access   In-Home   Direct   Purchase   Access   In-Home   Direct   Purchase   Access   In-Home   Cother   Service   Summunity   Care Block Grant for Older Adults   Direct   Purchase   Access   In-Home   Other   Total   Match   Cost   Subsidy   Funding   Units   Rade   Clients   Total   Cost   Subsidy   Funding   Units   Cost   Subsidy   Subsid	1		,	-						49	,	ı		0		
Hounte Senior Center   Home and Community Care Block Grant for Older Adults   DAAS-732     Education   Date   Da	'		<del>⇔</del> '			↔	130	13,014	117,126		1			×	Center Operation	Senior
HOLMES SENIOR CENTER  Home and Community Care Block Grant for Older Adults  County:	30,000	400	\$ 12.1422	7	\$ 340,266	\$ 24,000	316	31,627		\$ 284,639	-			×	egate Nutrition	Congre
Home and Community Care Block Grant for Older Adults  County Funding Plan  County:  Budget Period:  Revision #:  Budget Period:  Revision #:  Date:  Revision #:  Serv. Delivery  (Check One)  Block Grant Funding  Block Grant Funding  Required  Not Services  NSIB  Table  Date:  Revision #:  Required  Required  NSIB  Revision #:  Projected  Projected  Repojected	Total Units	Clients	Rate	_	Funding	Subsidy	Cost	Match	Total	Other	In-Home	Access		Direct	88   	Service
Home and Community Care Block Grant for Older Adults  County:  County:  Budget Period:  Provider Services Summary  A  B  C  D  E  F  G  H  Serv. Delivery  A  B  B  B  B  B  B  B  B  B  B  B  B		Projected	Projected		1	200	Not coming	Required		ant Funding	Block Gra		dk One)	(Che		
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Home and Community Care Block Grant for Older Adults  County:  County:  County:  ROWAN  Provider Services Summary  Revision #:  Date:		T	ရ	F	m	D	C	В		Α						
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# Home and Community Care Block Grant for Older Adults Outreach Methodology

July 2022 through June 2023

#### Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider:	RUFTY-HOLMES SENIOR CENTER	
County:	ROWAN	

While all older adults age 60 and over are eligible for services, sec. 305(a)(2)(E) of the Older Americans Act requires programs to target services to older individuals with the greatest economic and social need, (with particular attention to low-income older adults, including low-income minority older adults, older adults with limited English proficiency, and older adults residing in rural areas). The community service provider shall specify how these service needs 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.

Rufty-Holmes Senior Center serves approximately 3,000 Rowan County older adults each year. Those we serve closely mirrors the county Census figures for poverty, minority, and rural older adults in Rowan County. Center staff strive to serve all County Older Adults who seek services. Many health and leisure programs are offered, most at no cost, enabling Seniors to find something they may enjoy participating in. Scholarship funds are available for programs with a fee, so any older adult can participate.

Congregate Dining Sites are hosted in rural areas, lower income neighborhoods and subsidized senior housing complexes to reach the rural, minority, and lower income county older adults. Prior to Covid, statistics showed clients attending were 50% minority and 50% lower-income. Transportation is available to all sites and the Senior Center. In-person outreach services are offered at Congregate sites and subsidized housing locations, to ensure access to appointments and information. RHSC works with 2nd Harvest Food Bank to provide 50 clients monthly with USDA Food Boxes.

Marketing efforts are targeted thru a variety of media to ensure information on services is available. The Center regularly hosts agencies such as Legal-Aide, Div. of Services for Deaf and Hard of Hearing, Div. of Services for the Blind to provide easy access to appointments. A sign language interpreter and Spanish speaking interpreter is provided at no cost for those requesting this service.

#### July 2022 through June 2023

# Home and Community Care Block Grant for Older Adults Community Service Provider Standard Assurances

RUFTY-HOLMES SENIOR CENTER 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 at

https://www.ncdhhs.gov/divisions/daas/monitoring

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.

- 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 <u>Outreach Methodology to Address</u> <u>Service Needs of Target Population</u> (DAAS-733).
- 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 subcontracted 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.
- 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.
- 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.
- 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).
- 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 (DAAS-734 Standard Assurances Regarding In-Home Client Rights).

- 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 at <a href="https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention">https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention</a> by the NC Department of Health and Human Services Controller's Office, as well as the local government schedules posted by the NC Department of Natural and Culltural Resources at <a href="https://archives.ncdcr.gov/government/local">https://archives.ncdcr.gov/government/local</a>

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.

Nan Buehrer 5/17/2022 (Authorized Signature) 5/17/2022

NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

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Provider: Rowan County DSS
County: ROWAN
Budget Period: July 2022 through June 2023

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# Home and Community Care Block Grant for Older Adults Outreach Methodology

July 2022 through June 2023

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County:	ROWAN	
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Rowan County Department of Social Services staff is fully informed of the OAA high priority status to serve low income minority individuals in accordance to their need for aging services. In the services area where we do have an inquiry list, it is standard practice to give high priority to low income minority seniors, with particular emphasis on those with the highest ADL needs. In review of this years' service records, there is evidence that 34% of all service recipients are from the minority population. Our outreach and service delivery method will continue to target low income groups. Our strategies include: presentation to local community groups/organizations, thoroughly assessing all intake calls to determine priority, assessing all Adult Protective Services cases to determine priority, distribution of brochures in target communities and seeking referrals from agencies who serve the target population.

#### July 2022 through June 2023

# Home and Community Care Block Grant for Older Adults Community Service Provider Standard Assurances

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- 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 (DAAS-734 Standard Assurances Regarding In-Home Client Rights).

- 11. Subcontracting All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
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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.

-	5/12/2022	
(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 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:	Rowan County DSS	
Name of Agency Administrator:	Micah M. Ennis	
Signature:	1	

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

#### **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 th 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 you 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.

REQUIRES INPUT TO POPULATE WORKBOOK--> REQUIRES INPUT TO POPULATE WORKBOOK-REQUIRES INPUT TO POPULATE WORKBOOK-REQUIRES INPUT TO POPULATE WORKBOOK-REQUIRES INPUT TO POPULATE WORKBOOK ... > REQUIRES INPUT TO POPULATE WORKBOOK-> REQUIRES INPUT TO POPULATE WORKBOOK --REQUIRES INPUT TO POPULATE WORKBOOK --REQUIRES INPUT TO POPULATE WORKBOOK --> REQUIRES INPUT TO POPULATE WORKBOOK-REQUIRES INPUT TO POPULATE WORKBOOK--> REQUIRES INPUT TO POPULATE WORKBOOK--Area Agency on Aging: State Fiscal Year: Provider Name: Address Line 2: Address Line 1: County: Home Delivered Meals
Home Delivered Meals NSIP Reimbursement Home Delivered Meals NSIP Reimbursement Home Delivered Meals Please Select Services to Be Delivered Centralina Council of Governments Meals on Wheels of Rowan, Inc. Salisbury, NC 28145 SFY 2022-2023 PO Box 1914 Rowan 020 021 020 Comparison of Fed/State Funding and Rates vs. Prior Year Prior Yr. Funding Prior Yr. Fu Federal/State 65,393 \$ Prior Year Rate Current Yr Funding 9.2786 \$ 65,393 Local Match 0.8500 7,266 <<--Local Match will need to be broken out by source (Cash/In-Kind) on 732A Svc Cost Computation Form Current Year Rate 15.7010 0.0000 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 0.0000 0.0000 0.0000 Funding Diff. 10,120 \$ Rate Diff. 6.4224 (0.8500)

# NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

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Bit condition		ogram Director				54,590		\$ 50,590	\$			c	
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					SUBTOTAL FT:	115,546	\$	\$ 111,546	\$ 4,000 \$		\$	\$	S

# North Carolina Division of Aging and Adult Services` Service Cost Computation Worksheet

DAAS-732A

Provider: Meals on Wheels of Rowan, Inc.
County: Rowan
Budget Period: July 2022 through June 2023

					and a land	ant Atee	SELVICE	Service
		Hom	Home Delivered Meals	Reimbursement	0	0	0	
I. Projected Revenues	Grand Total		020	021	#N/A	#N/A	#N/A	#N/A
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 65,393	\$	65,393	\$	\$ -	\$	,	S
Required Minimum Match - Cash								
1)	\$ 7,266	\$	7,266					
2)	\$							
3)	\$							1004
Total Required Minimum Match - Cash	\$ 7,266	φ.	7,266	\$	\$	\$	**	S
Required Minimum Match - In-Kind								
1)	\$							
2)	\$ - \$							
3)	\$ -	300						
Total Required Minimum Match - In-Kind	\$ -	\$	100	\$	\$	\$	\$	s
B. Total Required Minimum Match (cash + in-kind)	\$ 7,266	\$	7,266	\$	\$	\$	· ·	S
C. Subtotal, Fed/State/Required Match Revenues	\$ 72,659	\$	-	\$ -	\$	\$	\$	s
D. NSIP Cash Subsidy/Commodity Valuation	\$ 77,600	49	64,000	\$ 13,600	\$	69	<del>6</del>	69
E. OAA Title V Worker Wages, Fringe Benefits and Costs	<b>*</b>							
Local Cash, Non-Match					THE REAL PROPERTY.		CAMPACAMPACA	
1) Program Fees	\$ 107,500	\$	107,500					
2) Special Events	\$ 114,000	\$	114,000					
Investment Income	\$ 5,000	40-	5,000					
4)	\$ ·							
F. Subtotal, Local Cash, Non-Match	\$ 226,500	\$	226,500	\$	\$	\$	,	S
Other Revenues, Non-Match								
1) Contributions and Grants	\$ 705,507	\$	705,507					
Business and Indirect	\$ 33,000	\$	33,000					
<ol><li>Government Grants/Reimbursemnets</li></ol>	\$ 216,162	\$	216,162					
G. Subtotal, Other Revenues, Non-Match	\$ 954,669	\$	954,669	\$	\$	\$	•	S
Local In-Kind Resources (Includes Volunteer Resources)								
1) In-kind	\$ 27,990	<.	27,990					
2)	-							
3)	\$ -							
H. Subtotal, Local In-kind Resources, Non-Match	\$ 27,990	49	27,990	\$	÷	\$	€S7	60
L Client Cost Sharing	\$ 2,250	\$	2,250					
J. Total Projected Revenues (Sum I.C,D,E,F,G,H, & I)	\$ 1,361,668	45	1,348,068	\$ 13,600	\$	S	'	^

Division of Aging and Adult Services Service Cost Computation Worksheet

4) Unemployment Insurance 5) Worker's Compensation	3) Retirement	1) FICA @ 7.65 % 2) Health Insurance	Fringe Benefits	A. Subtotal, Staff Salary	2) Part-time staff (do not include Title V workers)	1) Full-time Staff (do not include Title V workers)	Staff Salary From Labor Distribution Schedule	II. Line Item Expenses

50	2,300		16,396		214,328	98,782	115,546	Total	Grand	
500 \$	\$		\$ 96		\$ 87	32 \$	\$ 91		Ad	
100	200		ŀ		ŀ	,		ost	Admin.	
\$ 400	\$ 2,100		\$ 15,861		\$ 207,328	\$ 95,782	\$ 111,546	020	Home Delivered Meals	Contro
			\$ 536 \$		\$ 7,000 \$	\$ 3,000 \$	\$ 4,000 \$	021	Home Delivered Meals NSIP Reimbursement	GELAICE
								#N/A	0	SPIAISE
	-		\$		45	s	\$			
								#N/A	0	Service
			\$ .		\$	\$	\$	#N/A	0	Service
			100		*	\$	<b>₹</b> \$	#N/A	0	Service

6) Other	6 7 970						
al, Fringe Benefits	\$ 27,024 \$	\$ 8,128	\$ 18,361 \$	536 \$			
Local In-Kind Resources Non-Match				-			
2)	, ,						
3)	S						
C Subtotal, Local In-Kind Resources Non-Match	\$	\$ -	\$		· ·	S	
d Costs	\$						
Travel 1) Per Diem							
2) Mileage Reimbursement	\$ 2,000	\$ 500	\$ 1.500				
3) Other Travel Cost		_	\$ 7,000				
E. Subtotal, Travel	\$ 10,000			s	·	^	
General Operating Expenses		П			•		
1) Food Service	\$ 683,950	\$	\$ 508,950 \$	175,000			
2) Professional Services		\$ 1,300	\$ 9,700 \$	2,000			
<ol> <li>Memberships, Conferences and Bd Projects</li> </ol>	\$ 19,400	\$ 1,940	\$ 13,444 \$	4,016			
4) Speical Events	\$ 48,000	\$ 4,800	\$ 33,264 \$	9,936			
Office and Technology	\$ 113,720	\$ 59,852	\$ 41,478 \$	12,390			
6) Occupancy and Equipment	\$ 31,700	\$ 3,170	\$ 21,968 \$	6,562			
7) Insurance and Banking	\$ 19,100	\$ 1,910	\$ 13,236 \$	3,954			
neral Operating Expenses	\$ 928.870	\$ 72.972	\$ 642 040 \$	213.858 <	n		
ot Allocated in		- 1					
	\$						
Distribution	1,180,222	\$ 82,600		221,394 \$	. 55	\$ - \$	
Distribution of Administrative Cost	> (264,046)		\$ (4/1,839) \$	207,794 \$	50		
					4		
			Service	Service Service	Service	Service	Service
III Computation of Batte	Grand		ed Meals	ISIP Reimburse	0	0	0
A. Computation of Unit Cost Rate:	1000		020	OZI #N/A	#NA	#N/A	#N/A
Total Expenses (equals line II.J)	\$ 1,361,668		\$ 1,348,068 \$	13,600 \$	· ·	\$	
2. Total Projected Units			80,000				
3. Total Unit Cost Rate			\$ 16.8509 \$	0.8000 \$	- s	\$ - \$	,
1 Total Bayonuss (squals line   1)	1 361 660		4 140 000				
2. Less NSIP (equals line LD)	\$ 77,600		5 1,348,068 S	13,600 \$	,		
Title V (equals line I.E less II.D)			-	is t	n 4		
Non Match In-Kind (equals line I.H less II.C)	\$ 27,990		27,990	· ·	·		
3. Revenues Subject to Unit Reimbursement	\$ 1,256,078		\$ 1,256,078 \$		·		
4. Total Projected Units (equals line III.A.2)			80,000	17,000			
5. Total Reimbursement Rate			\$ 15.7010 \$	- \$	- \$	\$ ·	
C. Units Reimbursed Through HCCBG			4,628				
D. Units Reimbursed Through Program Income*			143				
E. Units Reimbursed Through Remaining Revenues			77,012				
F. Total Units Reimbursed/Total Projected Units			81,783				
			ERROR, Total Units Recorded Do No ERROR, Total Units Recorded Do	otal Units Recorded Do			
* Ine UIVISION OF Aging AKMIS 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 stalline I.C.	e from reimburse	ment paid to p	providers. Line III.D indicates the number of units the	hat will have to be produced in addition to the	se stated on line III.C in order to earn the net revenues stated on	net revenues stated on	

Block Grant Funding
Required Local Match-Cash & In-Kind

DAAS-732A Line I.A Line I.B

DAAS-732 Col. A Col. B

(DAAS-732) as follows:

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

Authorized Signature

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and compiles with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

18-Apr-22 Date Certification:

PO Box 1914				1		County	County Funding Plan	lan		DAAS- County Budget Period:	DAAS-732 County: Period:	kilv 2022	Rowan	1 ma 2002
Calichina NO 2014E						:	)			pulya	Tellou.	July 2022	through	June 2023
Salisbury, NC 28145				'	71	rovider Se	Provider Services Summary	mary			Revision #:		Date	
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	(Che	(Check One)		Block Gr	Block Grant Funding		Required	Not Coming		1	Projected	Projected	Projected	
Services	Direct	Purchase	Access	In-Home	Other	Total	Match	Cost	Subsidy	Funding	Units	Rate	Clients	Total Units
Home Delivered Meals		×	<del>⇔</del> -	\$ 65,393	↔	\$ 65,393	₩.	\$ 72,659		\$ 136,659	4.628	\$ 15.7010	13	81 783
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					Certification	of required	minimum loc	Certification of required minimum local match availability.	ability.	Cindy B. Fink				4/18/2022
					Required lo	Required local match will	I be expendex	Required local match will be expended simultaneously with Block Grant Funding	яy	Authorized Signature, Title	gnature, Title		-	Date
												į		
					Signature, C	Signature, County Finance Officer	æ Officer		Date	Signature, Chairman, Board of Commissioners	airman, Boan	d of Commis		Date .

# Home and Community Care Block Grant for Older Adults Outreach Methodology

July 2022 through June 2023

#### Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider:	Meals on Wheels of Rowan, Inc.	
County:	Rowan	

While all older adults age 60 and over are eligible for services, sec. 305(a)(2)(E) of the Older Americans Act requires programs to target services to older individuals with the greatest economic and social need, (with particular attention to low-income older adults, including low-income minority older adults, older adults with limited English proficiency, and older adults residing in rural areas). The community service provider shall specify how these service needs 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.

Meals on Wheels provides homebound seniors over 60 years old and disabled residents of Rowan County with nutritious meals delivered by volunteers. We take referrals from hospitals, physicians, rehabilitation facilities, neighbors and family throughout Rowan County. We make presentations about our services and volunteer opportunities to civic groups, church groups, healthfairs and in many other settings. We set a goal of providing free home delivered meals to a minimum of 30% of our budgeted daily meals. At this time, we have 90 spaces available for those who need free meals. We have six meal pick up sites across the county to ensure that we are reaching rural participants as well as those who live in small municipalities and the largest towns in the county such as Salisbury, Rockwell, China Grove and Kannapolis. Our care coordinator team regularly attends meetings of REACH(Rowan Educatin an dAdvocacy for Choices in Healthcare) Healthy Roan, and Neighbor to Neighbor. Volunteers currently deliver 260 meals on 30 routes across 511 square miles in Rowann County. We curently serve 22% African American, 1% Hispanic and 78% white individuals over 60 years old. Our current budget will support 300 daily home-delivered meals.

# Home and Community Care Block Grant for Older Adults Community Service Provider Standard Assurances

Meals on Wheels of Rowan, 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 at

https://www.ncdhhs.gov/divisions/daas/monitoring

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.

- 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 <u>Outreach Methodology to Address</u> <u>Service Needs of Target Population</u> (DAAS-733).
- 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.
- All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any subcontracted 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.
- 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.
- 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).
- 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 (DAAS-734 Standard Assurances Regarding In-Home Client Rights).

- 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 <a href="">"State Grant Certification of No Overdue Tax Debts."</a>
  - 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 at <a href="https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention">https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention</a> by the NC Department of Health and Human Services Controller's Office, as well as the local government schedules posted by the NC Department of Natural and Culltural Resources at <a href="https://archives.ncdcr.gov/government/local">https://archives.ncdcr.gov/government/local</a>

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.

Cindy B. Fink

April 18, 2022

(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 inhome 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 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:	Meals on Wheels of Rowan, Inc.	
Name of Agency Administrator:	Cindy B. Fink	
Signature:	Cindy B. Fink	

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

#### **CLIENT/PATIENT RIGHTS**

- 1. You have the right to be fully informed of all your rights and responsibilities as a client/r 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
- 4. You have the right to be fully informed in advance of any changes in the care that you r 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 alte 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 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 resp held in strict confidence, to be shared only with your written consent and as it relates to obtaining of other needed community services.
- 8. You have the right to expect the preservation of your privacy and respect for your proper
- 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 you 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 program in particular.
- 14. You have the right to be fully informed about other services provided by this agency.

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NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

North Carolina Division of Aging and Adult Services
Service Cost Computation Worksheet
Provider:
Rowan Transit
County:
ROWAN
Budget Period: July 2022 through June 2023

J. Total Projected Revenues (Sum I.C,D,E,F,G,H, & I)	I. Client Cost Sharing	H. Subtotal, Local In-kind Resources, Non-Match	يو	 2 5	Local III-NIII a resources (III)cidoes volunteer Resources)	Local In-Kind Resources (Includes Volunteer Percurses)	G. Subtotal, Other Revenues, Non-Match	3)	2)	1)	Other Revenues, Non-Match	F Subtotal, Local Cash, Non-Match	4)	3)	2)	1) County General Fund	Local Cash, Non-Match	E. OAA Title V Worker Wages, Fringe Benefits and Costs	D_NSIP Cash Subsidy/Commodity Valuation	C. Subtotal, Fed/State/Required Match Revenues	B. Total Required Minimum Match (cash + in-kind)	Total Required Minimum Match - In-Kind	33)	2)	1)	Required Minimum Match - In-Kind	Total Required Minimum Match - Cash	ω <u>(</u>	2) compound one	1) County General Fund	A. Fed/State running from the DIV of Aging & Additions.  Required Minimum Match - Cash	I. Projected Revenues		
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Division of Aging and Adult Services Service Cost Computation Worksheet

General Operating Expenses	E. Subtotal, Travel	3) Other Travel Cost	2) Mileage Reimbursement	1) Per Diem	Travel	D. OAA Title V Worker Wages, Fringe Benefits and Costs	C. Subtotal, Local In-Kind Resources Non-Match	3)	2)	1)	Local In-Kind Resources Non-Match	B. Subtotal, Fringe Benefits	6) Other	5) Worker's Compensation	4) Unemployment Insurance	3) Retirement	2) Health Insurance	1) FICA @ 7.65 %	Fringe Benefits	A. Subtotal, Staff Salary	2) Part-time staff (do not include Title V workers)	1) Full-time Staff (do not include Title V workers)	Staff Salary From Labor Distribution Schedule	III. Line Item Expenses
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F. Total Units Reimbursed/Total Projected Units	E. Units Reimbursed Through Remaining Revenues	D. Units Reimbursed Through Program Income*	C. Units Reimbursed Through HCCBG	5. Total Reimbursement Rate	4. Total Projected Units (equals line III.A.2)	<ol><li>Revenues Subject to Unit Reimbursement</li></ol>	Non Match In-Kind (equals line I.Hess II.C)	Title V (equals line I.Bess II.D)	2. Less: NSIP (equals line I.D)	1. Total Revenues (equals line I.J)	B. Computation of Reimbursement Rate:	3. Total Unit Cost Rate	2. Total Projected Units	1. Total Expenses (equals line II.J)	A. Computation of Unit Cost Rate:	III. Computation of Rates				J. Total Proj. Expenses After Admin. Distribution	I. Distribution of Admininistrative Cost	H. Total Proj. Expenses Prior to Admin. Distribution	G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	F. Subtotal, General Operating Expenses		7)	9)	) <u>v</u>	. 4)	 2)	1) Service Contract
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\* 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 IC.

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in physical park information, could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

Authorized Signature

Authorized Signature

Date

Date

6-13-2022 Date

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

Block Grant Funding Required Local Match-Cash & In-Kind

DAAS-732A Line I.A Line I.B

	Administrative %	Proj. Reimbursement Rate	3	Administrative	L'air			*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate	Total													Transportation (Medical)	Transportation (General)	Services				Company, 100 Edito	Salishury NC 28146	2726 Old Concord Rd	Rowan Transit	
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Signature, County Finance Officer			with Block Grant Funding	cal match wi	n or required			- 1	\$ 232,242	6/9	6/9	69	<del>69</del>	<del>\$</del> 9	<del>6/9</del>	<b>€</b> 9	\$	68	<del>69</del>	<del>\$</del> 9	69	\$ 46,442	\$ 185,800	Total				Provider Services Summary		Count		nd Commun
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				Required local match will be expended simultaneously	Certification of required minimum local match availability.			Ī	\$ 258,046	50	·	600	<del>63</del>	<del>5/3</del>	649 1	60	<del>6/3</del>	<del>6/9</del>	<b>€</b> ∕9	6/9	<del>6,9</del>	\$ 51,602	\$ 206,444	Net Service Cost			0	nmary		rlan	2	Home and Community Care Block Grant for Older Adults
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Simplifie Chairman Board of Commission			Community Service Provider	Authorized Signature, Title	nau	1	\	1								,								HCCBG Units	Projected		·11	Revision #:	budget Period:	County:	DAAS-732	
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## Home and Community Care Block Grant for Older Adults Outreach Methodology

July 2022 through June 2023

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:	Rowan Transit	
County:	ROWAN	

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.

The Rowan Transit Staff are fully informed of the OAA high priority status to service low-income minority individuals in accordance to their need for aging services. In the few services where we do have a waiting list, it is a standard practice to give higher priority to low-income minority seniors with particular emphasis on those with the highest ADL's. Our outreach and service delivery methods will continue to target low-income groups. Our strategies include: Presentations to local church and community groups, educational presentations to various community organizations and representation on the Department Advisory Committee, distribution of brochures in the target communities and seeking referrals from agencies who serve the target population. In Rowan County, HCCBG funds support services for transportation-medical trips, other general trips, senior dining nutrition services, adult day programs, legal services, home improvement, senior dining congregate meals, in-home aid services (both home management and personal care) and case assistance (home visits, needs assessments, advocacy, etc.). These services are generally available to any person age 60 and older, income guidelines are in place that allow for contribution and cost-sharing levels that help expand the service.

DAAS-734

#### July 2022 through June 2023

## Home and Community Care Block Grant for Older Adults Community Service Provider Standard Assurances

Rowan Transit	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 <a href="http://www.ncdhhs.gov/aging/monitor/mpolicy.htm">http://www.ncdhhs.gov/aging/monitor/mpolicy.htm</a>.

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.

- 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.
- 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).
- 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 . <a href="http://www.ncdhhs.gov/control/retention/retention.htm">http://www.ncdhhs.gov/control/retention/retention.htm</a>

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.

6-13-2022

(Authorized Signature)

(Date)

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NC DIVISION OF AGING AND ADULT SERVICES COST OF SERVICES - LABOR DISTRIBUTION SCHEDULE DAAS-732A1

North Carolina Division of Aging and Adult Services:
Service Cost Computation Worksheet
Provider: Trihity Living Center
County: Rowan
Budget Period: July 2022 through June 2023

		Service Service	Service	Service	Service	Service	Service	Service	Service
I. Projected Revenues	Grand Total	Adult Day Care 030	Adult Day Health 155	#N/A	#V/A	#N/A	#N/A	0/0	#N/A
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 50,945	20,378	\$ 30,567	<b>S</b>		\$			S
1) Local Match from County	\$ 5,660	\$ 2,264 \$	\$ 3,396						
2)	s s								
Total Required Minimum Match - Cash	\$ 5,660	\$ 2,264	\$ 3,396	S	\$	\$	\$ - \$	,	S
Required Minimum Match - In-Kind	•								
2 5									
3) (	,								
Total Required Minimum Match - In-Kind	\$	s.	\$	\$	·				s
B. Total Required Minimum Match (cash + in-kind)	\$ 5,660	\$ 2,264 \$	3.396	\$	- \$				w
C. Subtotal, Fed/State/Required Match Revenues	\$ 56,605	\$ 22,642 \$		\$	\$				s
D. NSIP Cash Subsidy/Commodity Valuation	\$	\$	\$	\$	\$	\$			44
E. OAA Title V Worker Wages, Fringe Benefits and Costs S Local Cash, Non-Match	\$								
1)	\$				The second second				
2)	\$ .								
3)	- 8								
4)	ss.								
F. Subtotal, Local Cash, Non-Match Other Revenues, Non-Match	,	·	S		·	- \$	\$		S
1)	S								
2)	•		2	(C)					
3)	s,								
G. Subtotal, Other Revenues, Non-Match	S	·	5	S	•	\$ \$			s
Local in-Nind Resources (includes volunteer Resources)									
2)									
3)									
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	69	Ψ.	•	÷	•			40
I. Client Cost Sharing	\$ 100	\$ 50 \$	\$ 50						
Total Projected Revenues (Sum I.C.D.E.F.G.H. & I)	\$ 56,705	\$ 22,692 \$	34,013		,				^

			Service	Service	Service	Service	Service	Service	Service
II. Line tem Expenses	Grand Total	Admin. Cost	Adult Day Care 030	Adult Day Health 155	#N/A	#N/A	*N/A	#N/A 0	#N/A
Staff Salary From Labor Distribution Schedule									
<ol> <li>Full-time Staff (do not include Title V workers)</li> </ol>	\$ .	\$ - \$	\$		\$		\$	\$	S
<ol><li>Part-time staff (do not include Title V workers)</li></ol>	\$ 58,285 \$	\$ 26,020 \$	\$ 9,200 \$	\$ 49,085	\$	\$	\$		S
A. Subtotal, Staff Satary	\$ 84,305 \$	\$ 26,020 \$	\$ 9,200 \$	\$ 49,085			\$		\$
nge Benefits									
1) FICA @ 7.65 %	\$ 6,449	\$ 1,991 \$	5 704 \$	3,755	S	\$	\$	\$	\$ -
2) Health Insurance	\$								
3) Retirement	\$								
Unemployment Insurance	\$								
Worker's Compensation	\$								
6) Other	\$								
B. Subtotal, Fringe Benefits	\$ 6,449 \$	\$ 1,991 \$	\$ 704 \$	\$ 3,755	\$	\$	\$	\$	S
Local In-Kind Resources Non-Match									
1)	,								
2)	,								
3)	\$								
C. Subtotal, Local In-Kind Resources Non-Match	s .	\$ - \$	\$		\$	\$ -	\$ .	\$	\$
D. OAA Title V Worker Wages, Fringe Benefits and Costs   S	\$								
Travel									
1) Per Diem	\$							- A	
	s								
Mileage Reimbursement	\$								
2) Mileage Reimbursement 3) Other Travel Cost									

					٠.	, <mark>,</mark>		611	479 1			C. Units Reimbursed Through HCCBG D. Units Reimbursed Through Program Income* E. Units Reimbursed Through Remaining Revenues
	1 0	n   v			, , ,	s (	S	(r)	480 47.2750 \$	₩.		Total Projected Units (equals line III.A.2)     Total Reimbursement Rate
				1 10		^ 5	\$ 5	34.013	22.692	s s	56,705	Non Match In-Kind (equals line I.H less II.C)  3. Revenues Subject to Unit Reimbursement
i i	n vn	A (A	S	, ,		· ·	v v			ss on		7. Less: Noir (equals fine LE less II.D)
	·	v.				- s	S	34,013	22.692 \$	w	56,705	1 Total Revenues (equals line l.J)
	,	w	100		- 5		S	55.5768	47.2750 \$	s		3. Total Unit Cost Rate  B. Computation of Reimbursement Rate:
							*		480			2. Total Projected Units
					1		^	34.013	22,692 \$	s	\$ 56,705	1. Total Expenses (equals line II.J)
#N/A		#N/A	#N/A	#N/A	0 #N/A		0 #N/A	Adult Day Health 155	Adult Day Care 030		Grand Total	Computation of Rates     A. Computation of Unit Cost Rate:
	•	50	9				•	34,013	22,692	*	56,705	i lotal Proj. Expenses Atter Admin, Distribution
	5	*					\$	52,790	9,854 \$	**	5 62,644	Distribution of Adminimistrative Cost
	•	5	**			. 45	\$	86,803	32,546 \$	28.011 \$	\$ 147,359 \$	H. Total Proj. Expenses Prior to Admin. Distribution
	,										,	G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E
	^	^				5	S	33,963	22,642 \$	- \$	\$ 56,605 \$	Subtotal, General Operating Expenses
								14,000	8,000	v	000,22	8)
									7,275 \$	s v	27,275	7) Administration
	1								1,467 \$	S	\$ 2,630	
	-								1,000 \$	s	\$ 2,000	
								\$ 4,500	3,000 \$	s	\$ 7,500	
		1							1.500   \$	s	\$ 3,300	2) Activity Expense
	-								400 5		1,000	and the same of the same of

\* 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. Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that make deviations if more and information could input funding and also result in return of funds if the error or omission results in a higher than actual reported cost.

DAAS-732
Col. A
Col. B
Col. C
Col. C
Col. E
Col. F
Col. G
Col. I

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

Block Grant Funding Required Local Match-Cash & In-Xind Net Service Cost NSIP Subsidy Total Funding Projected HCDG6 Reimbursed Units Total Reimbursement Rate Projected Total Service Units DAAS-732A
Line I.A
Line I.B
Line I.B
Line I.D
L.I.C+LD
Line III.C
Line III.S
Line III.F

Eine S

County Funding   Frovider Services Summary	Provider Services Summary		Total S -	-					0	0 \$ -	0 \$ _	0	0	0 8	0 59	0 \$	Adult Day Health X \$	X	Services Direct Purchase Access	(Check One)	Serv. Delivery		Sailsbury, NC 28144	1416-A S. Martin Luther King Jr Ave	Trinity Living Center
County Funding Plan   County   County	County Funding Plan   DAAS-732   Rowan   Funding Plan   DaAS-732   Rowan   DaAS-732   County:   DAAS-732   Rowan   Ro		1 1		- [			69	69	\$	<del>6/9</del>	\$	69	<del>\$1</del> 9	<del>\$9</del>	÷9	₩.	69		Block (					
DAAS-732   County Funding Plan   Daas-732   County   Funding Plan   County:   Budget Period:   County:   Budget Period:   Provider Services Summary   Budget Period:   Revision #:   Projected   Local   Net Service   NSIP   Total   HCCBG   Handler   Sayofa   Sayof	County Funding Plan   DAAS-732   Rowan   Funding Plan   DAAS-732   Rowan   Rowan   DAAS-732   Rowan   Rowan   DAAS-732   Rowan   Rowan   DAAS-732   Rowan   DAAS-732   Rowan   DAAS-732   Rowan   DAAS-732   Rowan   DAAS-732   Rowan   DAAS-732   Rowan   Rowan   Rowan   DAAS-732   Rowan   R	Certification Required loc with Block G	69				1								1		€9	59	Other	Frant Funding	7	>			and of the same
D   E   F   S   S   S   S   S   S   S   S   S	Day	of required mi al match will t trant Funding.	1 1													- 1	- 1		Total				Provider Se	County	ma Communi
Day   Day   Day   Day   Day   Day   County   County   County   County   Period   Revision #:   Projected   HCCBG   H	Day   Free   F	inimum local se expended s	5,660						1		1	1				- 1	9	7	Local	Required	В		rvices Sum	/ Funding P	ity Care Bloc
D	Day    match availab imultaneously	1.1	÷	e 64	,		9 64	÷ &	9 6	9 6		1	A 6	9 6	-		1.	Net Service		C		marv	lan	K Grant for	
## DAAS-732   County:	DAAS-732	llity.			-		- 69							9 5		+	9 6	+	_		D				Older Adults
000 00 00 00 00 00 00 00 00 00 00 00 00	Rowan  July 2022 through  Date:  G H  Projected Reimburse HCCBG Rate Clients \$ 47.1708 6 \$ 55.4951 12 \$ -	Authorized Sig	1 1	69						1				;	;		1	13	Total		E		Budge	<b>3</b>	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Rowan  July 2022 through  Date:  G H  Projected Projected Reimburse HCCBG Rate Clients \$ 55.4951 12 \$ -	nature, Title		L	L	L	,						-			612	480	Units	HCCBG	Projected	Ŧ	WEARING #:	Period:	DAAS-732 County:	
																\$ 55.4951	\$ 47.1708	Rate	Reimburse	Decipoted	G				

## Home and Community Care Block Grant for Older Adults Outreach Methodology

July 2022 through June 2023

#### Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider:	Trinity Living Center	
County:	Rowan	

While all older adults age 60 and over are eligible for services, sec. 305(a)(2)(E) of the Older Americans Act requires programs to target services to older individuals with the greatest economic and social need, (with particular attention to low-income older adults, including low-income minority older adults, older adults with limited English proficiency, and older adults residing in rural areas). The community service provider shall specify how these service needs 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.

Trinity Living Center works with other area agencies including the Department of Social Services and the county Senior Center to maintain a list of clients who express a need for adult day care/day health services. Access to services is offered based on Center availability. Individuals who have been on the list the longest are generally considered first for openings. However, priority admission is sometimes given based on critical socioeconomic and physical needs of an applicant. Information and referral to the Center is given through written materials and through in person contacts such as tours and community presentations. Each person who applies for services is offered a free trial day to assess the needs of both the potential participant and their outside support system. The Center offers services without discrimination. Trinity Living Center serves people of various ethnic and socioeconomic backgrounds.

#### July 2022 through June 2023

#### Home and Community Care Block Grant for Older Adults Community Service Provider Standard Assurances

Trinity Living Center	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 at

https://www.ncdhhs.gov/divisions/daas/monitoring

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.

- 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 <u>Outreach Methodology to Address</u> <u>Service Needs of Target Population</u> (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 subcontracted providers.
- 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.
- 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).
- 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 (DAAS-734 Standard Assurances Regarding In-Home Client Rights).

- 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 at <a href="https://www.ncdhis.gov/about/administrative-offices/office-controller/records-retention">https://www.ncdhis.gov/about/administrative-offices/office-controller/records-retention</a> by the NC Department of Health and Human Services Controller's Office, as well as the local government schedules posted by the NC Department of Natural and Culltural Resources at <a href="https://archives.ncdcr.gov/government/local">https://archives.ncdcr.gov/government/local</a>

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 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:	Trinity Living Center	
Name of Agency Administrator:	Beth Huber	
Signature:	Cota Duly	

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

#### **CLIENT/PATIENT RIGHTS**

- 1. You have the right to be fully informed of all your rights and responsibilities as a clien 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
- 4. You have the right to be fully informed in advance of any changes in the care that you 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 a 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 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 re held in strict confidence, to be shared only with your written consent and as it relates obtaining of other needed community services.
- 8. You have the right to expect the preservation of your privacy and respect for your pro-
- 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 ar professional care at the level of intensity needed.
- 11. You have the right to be informed of agency policies, changes, and costs for service
- 12. If you are denied service solely on you inability to pay, you have the right to be refer elsewhere.
- 13. You have the right to honest, accurate information regarding the industry, agency ar program in particular.
- 14. You have the right to be fully informed about other services provided by this agency