

RUFTY-HOLMES 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

Home and Community Care Block Grant for Older Adults

County Funding Plan

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

County: Rowan

July 1, 2022 through June 30, 2023

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

Rufthy-Holmes Senior Center

(Name of Agency/Office with lead responsibility)

Nan Buehrer 6-10-22

Authorized Signature

Date

Nan Buehrer

(Type name and title of signatory agent)

Executive Director

SFY 2022-2023

Fiscal Period:

July 2022

through

June 2021

PERCENT FT:	60.75%	81.05%	41.38%	65.17%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PERCENT PT:	39.25%	18.35%	58.62%	34.83%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

DAAS-732A

Budget Period: July 2022 through June 2023

[illegible]

County Funding Plan

County:

July 2022 through June 2023

Date:

Provider Services Summary

RUFTY-HOLMES SENIOR CENTER
1120 Martin Luther King Jr. Ave. South

[illegible]

Authorized Signature, Title	Date
	6-10-22

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: RUFY-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.

Rufy-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.

The Center will continue its efforts to provide additional outreach, working collaboratively with community agencies to ensure target populations are served in areas close to where they live.

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.
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 Outreach Methodology to Address Service Needs of Target Population (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.
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.
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 (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 <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> 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 Cultural Resources at <https://archives.ncdcr.gov/government/local>

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


(Authorized Signature)

5/17/2022

(Date)

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

Fiscal Period:	July 2022	through	June 2023
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[illegible]

	Grand Total	Service		Service		Service		Service		Service	
		In-Home Aide-Level I - Home Management 041	In-Home Aide-Level II - Personal Care 042	In-Home Aide-Level III - Personal Care 045	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A
I. Projected Revenues											
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 246,320	\$ 1,130	\$ 203,190	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash											
1) County General Fund	\$ 27,370	\$ 126	\$ 22,577	\$ 4,667							
2)	\$ -										
3)	\$ -										
Total Required Minimum Match - Cash	\$ 27,370	\$ 126	\$ 22,577	\$ 4,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind											
1)	\$ -										
2)	\$ -										
3)	\$ -										
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 27,370	\$ 126	\$ 22,577	\$ 4,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 273,690	\$ 1,256	\$ 225,767	\$ 46,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. NSIP Cash subsidy/Commodity Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J. Total Projected Revenues (Sum I.C.D.F.G.H. & I)	\$ 273,690	\$ 1,256	\$ 225,767	\$ 46,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
 Service Cost Computation Worksheet

II. Line Item Expenses	Grand Total	Admin. Cost	Service		Service		Service		Service	
			In-Home Aide-Level I - Home Management 041	In-Home Aide-Level II - Personal Care 042	In-Home Aide-Level III - Personal Care 045	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A
Staff Salary From Labor Distribution Schedule										
1) Full-time Staff (do not include Title V workers)	\$ 39,091	\$ -	\$ 390	\$ 32,055	\$ 6,646	\$ -	\$ -	\$ -	\$ -	\$ -
2) Part-time Staff (do not include Title V workers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ 39,091	\$ -	\$ 390	\$ 32,055	\$ 6,646	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits										
1) FICA @ 7.65 %	\$ 2,990	\$ -	\$ 30	\$ 2,452	\$ 508	\$ -	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ 8,323	\$ -	\$ 84	\$ 6,810	\$ 1,429	\$ -	\$ -	\$ -	\$ -	\$ -
3) Retirement	\$ 3,992	\$ -	\$ 40	\$ 3,273	\$ 679	\$ -	\$ -	\$ -	\$ -	\$ -
4) Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5) Worker's Compensation	\$ 978	\$ -	\$ 11	\$ 801	\$ 166	\$ -	\$ -	\$ -	\$ -	\$ -

Rowan County DSS

1813 E Innes St

Salisbury, NC 28146

County:

Budget Period:

Revision #:

10

[illegible]

**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: Rowan County DSS

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.

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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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 <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> 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 Cultural Resources at <https://archives.ncdcr.gov/government/local>

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)

5/12/2022

(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: 

(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 that there will be no reprisal for the grievance expressed.
 7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
 8. You have the right to expect the preservation of your privacy and respect for your property.
 9. You have the right to receive a timely response to your request for service.
 10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
 11. You have the right to be informed of agency policies, changes, and costs for services.
 12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
 13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
 14. You have the right to be fully informed about other services provided by this agency.
-

AGENCY NAME: Meals on Wheels of Rowan, Inc.
State Fiscal Year: SFY 2022-2023

Fiscal Period: July 2022 through June 2023

[illegible]

DAAS-732A

Budget Period: July 2022 through June 2023

I. Projected Revenues									
A. Fed/State Funding from the Div. of Aging & Adult Svcs.									
Required Minimum Match - Cash									
	Grand Total	Home Delivered Meals 020	Home Delivered Meals NSRP Reimbursement 021	0	0	0	0	0	0
				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
1)	\$ 65,393	\$ 65,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2)	\$ 7,266	\$ 7,266							
3)	\$ -	\$ -							
Total Required Minimum Match - Cash	\$ 7,266	\$ 7,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind									
1)	\$ -								
2)	\$ -								
3)	\$ -								
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B Total Required Minimum Match (cash + in-kind)	\$ 7,266	\$ 7,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Subtotal, Fed/State/Required Match Revenues	\$ 72,659	\$ 72,659	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D NSRP Cash subsidy/Commodity Valuation	\$ 77,600	\$ 64,000	\$ 13,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E OAA Title v Worker Wages, Fringe Benefits and Costs	\$ -								
Local Cash, Non-Match									
1) Program Fees	\$ 107,500	\$ 107,500							
2) Special Events	\$ 114,000	\$ 114,000							
3) Investment Income	\$ 5,000	\$ 5,000							
4)	\$ -								
F Subtotal, Local Cash, Non-Match	\$ 226,500	\$ 226,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match									
1) Contributions and Grants	\$ 705,507	\$ 705,507							
2) Business and indirect	\$ 33,000	\$ 33,000							
3) Government Grants/Reimbursements	\$ 216,162	\$ 216,162							
G Subtotal, Other Revenues, Non-Match	\$ 954,669	\$ 954,669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 27,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I Client Cost Sharing	\$ 2,250	\$ 2,250							
Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 1,361,668	\$ 1,348,068	\$ 13,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

II. Line Item Expenses	Grand		Service		Service		Service		Service	
	Adm.	Cost	Home Delivered Meals 020	Home Delivered Meals NSRP Reimbursement 021	0 #N/A	0 #N/A	0 #N/A	0 #N/A		
Staff Salary From Labor Distribution Schedule										
1) Full-time Staff (do not include Title V workers)	\$ 115,546	\$ -	\$ 111,546	\$ 4,000	\$ -	\$ -	\$ -	\$ -		
2) Part-time staff (do not include Title V workers)	\$ 98,782	\$ -	\$ 95,782	\$ 3,000	\$ -	\$ -	\$ -	\$ -		
A. Subtotal: Staff Salary	\$ 214,328	\$ -	\$ 207,328	\$ 7,000	\$ -	\$ -	\$ -	\$ -		
Fringe Benefits										
1) FICA @ 7.65 %	\$ 16,396	\$ -	\$ 15,861	\$ 536	\$ -	\$ -	\$ -	\$ -		
2) Health Insurance	\$ -	\$ -								
3) Retirement	\$ -	\$ -								
4) Unemployment Insurance	\$ 2,300	\$ 200	\$ 2,100							
5) Worker's Compensation	\$ 500	\$ 100	\$ 400							

Meals on Wheels of Rowan, Inc.

Home and Community Care Block Grant for Older Adults

DAAS-732

County:

Rowan

PO Box 1914

Salisbury, NC 28145

Provider Services Summary

Budget Period:

July 2022 through

Revision #:

Date _____

[illegible]

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Cindy B. Fink
Authorized Signature, Title
Community Service Provider

4/18/2022

Signature, County Finance Officer

Date _____

Signature, Chairman, Board of Commissioners

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 Education and Advocacy for Choices in Healthcare) Healthy Roan, and Neighbor to Neighbor. Volunteers currently deliver 260 meals on 30 routes across 511 square miles in Rowan County. We currently serve 22% African American, 1% Hispanic and 78% white individuals over 60 years old. Our current budget will support 300 daily home-delivered meals.

July 2022 through June 2023

**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.
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 Outreach Methodology to Address Service Needs of Target Population (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.
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.
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 (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 <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> 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 Cultural Resources at <https://archives.ncdcr.gov/government/local>

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 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: 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/p 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 prop
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 referre 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.

SFY 2022-2023

Rowan Transit

2726 Old Concord Rd
Salisbury, NC 28146

ROWAN

Centralina Council of Governments

	Federal/State	Local Match
1. Statewide	<p>1. Statewide</p> <p>2. Local Match</p>	<p>1. Statewide</p> <p>2. Local Match</p>

[illegible]

Service

[illegible]

DMS-732A

Budget Period: July 2022 through June 2023

[illegible]

Rowan Transit

2726 Old Concord Rd

Salisbury, NC 28146

DAAS-732	
County:	ROWAN
Budget Period:	July 2022 through June 2023
Revision #:	Date:

[illegible]

**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.

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 <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)

6-13-2022

(Date)

SFY 2022-2023

Trinity Living Center

1416-A S. Martin Luther King Jr Ave
Salisbury, NC 28144

Rowan

Centralina Council of Governments

	Federal/State	Local Match
1. Statewide	100%	0%
2. Countywide	100%	0%
3. Citywide	100%	0%
4. Neighborhood	100%	0%
5. Individual	100%	0%

<--local Match will need to be broken out by source [Cash/In-Kind] on 732A Svc Cost Computation Form
 <--local Match will need to be broken out by source [Cash/In-Kind] on 732A Svc Cost Computation Form

[illegible]

SFY 2022-2023

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

July 2022 through June 2023

[illegible]

Provider:	Trinity Living Center
County:	Rowan
Budget Period:	July 2022 through June 2023

Projected Revenues		Adult Day Care	Adult Day Health	0	0	0	0	0	0
A. Fed/State Funding from the Div. of Aging & Adult Svcs.		030	155	N/A	N/A	N/A	N/A	N/A	N/A
Required Minimum Match - Cash									
1)	Local Match from County	\$ 5,660	\$ 2,264	\$ 3,396	-	\$ 5	-	\$ 5	-
2)		-							
3)		-							
Total Required Minimum Match- Cash		\$ 5,660	\$ 2,264	\$ 3,396	-	\$ 5	-	\$ 5	-
Required Minimum Match- In-kind									
1)		-							
2)		-							
3)		-							
Total Required Minimum Match- In-kind		-	-	-	-	-	-	-	-
B. Total Required Minimum Match (Cash + In-kind)		\$ 5,660	\$ 2,264	\$ 3,396	-	\$ 5	-	\$ 5	-
C. Subtotal, Fed/State/Required Match Revenues		\$ 56,605	\$ 22,642	\$ 33,963	-	\$ 5	-	\$ 5	-
D. NSIP Cash Subsidy/Commodity Variation		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-
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		\$ 100	\$ 50	\$ 60	-	\$ 4	-	\$ 4	-
Client Cost Sharing		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-
Total Projected Revenues (Sum I.C.D., F.G.H. & I)		\$ 56,705	\$ 22,692	\$ 34,013	-	\$ 5	-	\$ 5	-

Division of Aging and Adult Services
Service Cost Computation Worksheet

Line Item	Expenses	Grand Total	Admin. Cost	Adult Day Care 030	Adult Day Health 155	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A	0 #N/A
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		6,449 \$	1,991 \$	704 \$	3,755 \$							
3) Retirement		-	-									
4) Unemployment Insurance		-	-									
5) Worker's Compensation		-	-									
6) Other		-	-									
B. Subtotal, Fringe Benefits		6,449 \$	1,991 \$	704 \$	3,755 \$							
local In-Kind Resources Non-Match 1)												
2)		-	-									
3)		-	-									
C. Subtotal, local In-Kind Resources Non-Match D. OAA Title V Worker Wages, Fringe Benefits and Costs Travel												
1) Per Diem		-	-									
2) Mileage Reimbursement		-	-									
3) Other Travel Cost		-	-									
E. Subtotal, Travel		-	-									
General Operating Expenses												

	Grand Total	Service Adult Day Care 030	Service Adult Day Health 155	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
M. Computation of Rates									
A. Computation of Unit Cost Rate:									
1. Total Expenses (equals line II J)	\$ 56,705	\$ 22,992	\$ 34,013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Total Projected Units		480	612	-	-	-	-	-	-
3. Total Unit Cost Rate	\$	\$ 47,2750	\$ 55,5768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Computation of Reimbursement Rate:									
1. Total Revenues (equals line J)	\$ 56,705	\$ 22,992	\$ 34,013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Less: NSIP (equals line ID)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title V (equals line IE less IID)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non Match In-Hr-Fnd (equals line IH less IIC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Revenues Subject to Unit Reimbursement	\$ 56,705	\$ 22,992	\$ 34,013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Total Projected Units (equals line IIIA, 2)		480	612	-	-	-	-	-	-
5. Total Reimbursement Rate	\$	\$ 47,2750	\$ 55,5768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Units Reimbursed Through HCCBG									
D. Units Reimbursed Through Program Income*		479	611	1	-	-	-	-	-
E. Units Reimbursed Through Remaining Revenues		-	-	-	-	-	-	-	-
F. Total Units Reimbursed/Total Projected Units		480	612	-	-	-	-	-	-

cently 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.

Date 6/07/22

DAAS-732A	DAAS-732Z
Line 1A	Col. A
Line 1B	Col. B
Line 1C	Col. C
Line 1D	Col. D
Line 1C+1D	Col. E
Line 111C	Col. F
Line 111, B, 5	Col. G
Line 111, F	Col. I

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: 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>

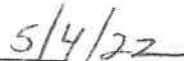
Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Outreach Methodology to Address Service Needs of Target Population (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.
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.
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 (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 <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> 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 Cultural Resources at <https://archives.ncdcr.gov/government/local>

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).

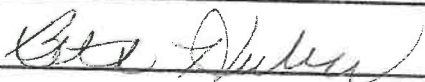
Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- 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: _____ 

(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 in 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 agency.
4. You have the right to be fully informed in advance of any changes in the care that you are 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 change in 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 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 held in strict confidence, to be shared only with your written consent and as it relates to obtaining other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your personal information.
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 service.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency or program in particular.
14. You have the right to be fully informed about other services provided by this agency