### Mailed 07/2/2021

### Addressee:

Mr. David Stanley, Deputy County Manager

### Re:

- SFY 2020/2021 HCCBG Allocation Letter: (File name: Brunswick 2021-2022 HCCBG & Title III D allocations)
- 2. HCCBG Committee allocation of award
- 3. 2021-2022 Home and Community Care Block Grant Budget to Brunswick County and its lead agency, BSRI, 4 copies.

### Message:

Please review and forward as appropriate. Budget requires the signature of the County Finance Officer and the Chairman of the Board of Commissioners in various places. There are four originals, please have all sets signed.

As you know, any matching fund requests that occur with this AAA / HCCBG program services budget are covered by the concurrent year's County Allocation to BSRI.

Once signed, please forward 3 sets of executed documents to my attention at

Judith Benson BSRI PO BOX 2470 Shallotte, NC 28459

Thank you for your assistance with this 2021/2022 budget signing.

Judith Gainey Benson, CPA, CFO Brunswick Senior Resources, Inc. ibenson@bsrinc.org



(910) 754-2300 x 1009

(910) 754-9269 (fax)

(910) 512-1301 (mobile)

J. BENSON

# Brunswick County Home Community Care Block Grant Allocation

### Region O

### SFY 2021/2022

County	SFY	Local	Total	Minimum	Minimum	Minimum
	2021/2022	Match	Allocation	Budget	Budget	Budget
	HCCBG	Required	Plus Local	Requirement	Plus Local Requirement Requirement	Requirement
			Match	Access	In-Home	Congregate
				30%	25%	33%
Brunswick	Brunswick \$1,138,791		\$126,532 \$1,265,323	\$49,002	\$40,835	\$79,538

# 2021/2022 Title III-D Health Promotion/Disease Prevention Allocation

County	Allocation	Match	Total
Brunswick	\$16,720	\$1,858	\$18,578

\*Proposal Packets for III-D will be emailed at a later date

COUNTY: DATE:

Brunswick

5/20/2021

Increase

55,342 \$

13,967

SFY:

2022

### HOME & COMMUNITY CARE BLOCK GRANT MEET!

### 2021-2022 WORKSHEET DECISIONS

Is this a budget revision? YesX No	If yes, revision date
Federal/State Home & Community Care Block	Grant Funding:
What services are to receive monies?	\$ 1,138,791
1. Access Services	6. Other Services
2. Congregate Nutrition	7.
3. Home Delivered Meals	8.
4. Senior Center Operation	9.
5. In-Home Services	10.

What providers should receive these monies?

Service	Provider	Approved Allocation	Committee Adjustments 5/20/2021	Lead	d Agency 2022 Proposal	Н	CCBG 2021 Budget
1. Access Services	Brunswick Transit System	\$ 80,000		\$	80,000	\$	80,000
2. Congregate Nutrition	BSRI	\$ 210,000		\$	210,000	\$	250,000
3. Home Delivered Meals	BSRI	\$ 280,000		\$	280,000	\$	250,000
4. Senior Center Operations	BSRI	\$ 358,791		\$	358,791	\$	293,449
5. In-Home Services	BAYADA	\$ 210,000		\$	210,000	\$	210,000
6. Other Services							V 9
7.		\$ -					
8.		\$ -					
9.		\$ -					
10.		\$ -					

**HCCBG TOTAL:** \$ 1,138,791 \$ \$ 1,138,791 \$ 1,083,449

5/20/2021

James M. Fish, President/CEO

Brunswick Senior Resources, Inc. Lead Agency for Brunswick County

Home a  Home a  A  A  A  41990  42010  42010  420000		Care Block Grant for Older Addits	County Funding Plan	County Services Summary	H G F G H	Required Net NSIP Total HCCBG Reimbursement HCCBG	Other Total Local Match Service Cost Subsidy Funding Units Rate Clients Units	210000	0	358791					0 0 0 0		0 0 0 11111111111	0 0 0 11111111111	0 0 0 0	0 0 0 11111111111	0 0 0 11111111111	568791         1138791         126532         115200         1380524         86622         IIIIIIIIIIIII         421         165147		
ant Funding Other 210000 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	e block Grant for Older Adults		Funding Plan	Services Summary	O	Required	Local Match Service Cost	233333	31111 311111	39866	8889	4666	14000	4668	0	0	0		0	0	0	126533 1265324		
		Home and Community Car	County	County	A		Н			358791	11111111111		126000		11111111111	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	11111111111	WWWWWW	11111111111	IIIIIIIIIII			

					Home and	Home and Community Care Block Grant for Older Adults	Care Block	Grant for O	lder Adults					
BRUNSWICK SENIOR RESOURCES, INC	INC										<b>DAAS-732</b>			
						County P	County Funding Plan	=			County:	B	BRUNSWICK	K
PO BOX 2470										Budget Period:	Period:	July 2021	through	June 2022
SHALLOTTE, NC 28459			- ,-		<u>α</u>	Provider Services Summary	rices Sumr	lary			Revision #:		Date:	6/2/2021
	L													
					A		В	၁	D	丑	拓	<sub>ල</sub>	Н	I
	Serv.	Serv. Delivery		- -	:									
	(Chec	(Check One)		Block Gra	Block Grant Funding		Kednired		4.01		Projected	Projected	Projected	
Services	Direct	Purchase	Access	In-Home	Other	Total	Local	Net Service Cost	NSIP	Total Funding	HCCBG Units	Rate*	HCCBG Clients	Projected Total Units
Congregate Nutrition			69	- 59	\$ 210,000	\$ 210,000	\$ 23,333	\$ 233,333	\$ 55,200	\$ 288,533	31,478	\$ 7.4126	225	000,69
Home Delivered Meals			- \$	\$ 280,000	- \$	\$ 280,000	\$ 31,111	\$ 311,111	\$ 60,000	\$ 371,111	36,319	\$ 8.5661	131	75,000
Senior Center Operation			- \$	· \$	\$ 358,791	\$ 358,791	\$ 39,866	\$ 398,657	- 59	\$ 398,657	•	- 69		
Transportation (General)			\$ 80,000	- \$	- \$	\$ 80,000	\$ 8,889	\$ 88,889	- 8	\$ 88,889	6,178	\$ 14.3884	20	8,500
0	0		- 8	- \$	- \$	- \$	- \$	69	- 69	· 69	•	-		
0	0		- 8	- \$	- \$	- \$	- \$	-	- 59	59	1	-		•
0	0		- \$	- \$	- \$	- \$	- \$	-	- 59	- \$	-			
0	0		- \$	- \$	- \$	- \$	- \$	-	- \$	- \$	-	- \$		•
0	0		- 69	- \$	- \$	- \$	- \$	69	- 59	- \$	3■.	-		•
0	0		- \$	- \$	\$ -	- \$	- \$	- \$	- \$	\$	-	- \$		•
0	0		- \$	- \$	\$ -	- \$	- \$	- \$	- \$	\$ -	-	- \$		•
0	0		- \$	- \$	- \$	- \$	- \$		- \$	- \$	-	- \$		-•
0	)		- \$	- \$	\$ -	- \$	- \$	- \$	- \$	- \$		- \$		•
0	0		- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$		- \$		•
Total			\$ 80,000	\$ 280,000	\$ 568,791	\$ 928,791	\$ 103,199	\$ 1,031,990	\$115,200	\$1,147,190	73,975		376	152,500
*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate	Care Proj	. Service	Cost/Rate											
	A	ADC	ADHC						)	1	,			
Daily Care		\$33.07	\$ 40.00		Certification	Certification of required minimum local match availability.	inimum local	match availal	oility.	In	The	President/CEO	0,	6/2/2021
Administrative	0			line ed	Required loc	Required local match will be expended simultaneously	be expended s	imultaneousl		Authorized Signature, Title	ignature, Titl	0		Date
					with Block G	with Block Grant Funding.			\	Community Service Provider	ervice Provic	ler		
Proj. Reimbursement Rate		\$33.07	\$ 40.00						-					
Administrative %	0	0.00%	%00.0											
				r	Signature, Co	Signature, County Finance Officer	Officer	Di	Date	Signature, Chairman, Board of Commissioners	airman, Boar	d of Commiss		Date

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

Provider: BRUNSWICK SENIOR RESOURCES, INC
County: BRUNSWICK
Budget Period: July 2021 through June 2022

		Service	Service	Service	Service	Service
		Congregate Nutrition	Home Delivered Meals	Senior Center Operation	Transportation (General)	0
I. Projected Revenues	Grand Total	180	020	170	250	#N/A
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 928,791	\$ 210,000	\$ 280,000	\$ 358,791	000'08 \$	\$
Required Minimum Match - Cash						
1)	\$ 103,199	\$ 23,333	\$ 31,111	\$ 39,866	\$ 8888	
2)	- \$					
3)	\$ - \$					
Total Required Minimum Match - Cash	\$ 103,199	\$ \$ 23,333	\$ 31,111	998'66 \$	688'8 \$	
Required Minimum Match - In-Kind						
(H	\$					
2)						
3)	\$					
Total Required Minimum Match - In-Kind	\$ - \$	\$	\$	- \$	\$	- \$
B. Total Required Minimum Match (cash + in-kind)	\$ 103,199	\$ 23,333	\$ 31,111	998'66 \$	688'8 \$	
C. Subtotal, Fed/State/Required Match Revenues	\$ 1,031,990	\$ 233,333	\$ 311,111	\$ 398,657	688'888 \$	
D. NSIP Cash Subsidy/Commodity Valuation	\$ 115,200		000'09	- 9	9	9
E. OAA Title V Worker Wages, Fringe Benefits and Costs	- \$					
Local Cash, Non-Match						
1) Brunswick County	\$ 1,878,567	\$ 278,134	\$ 331,345	\$ 1,235,676	\$ 33,412	
2)	- \$	32 2				
3)	- \$					
4)	\$ - \$					
F. Subtotal, Local Cash, Non-Match	\$ 1,878,567	\$ 278,134	\$ 331,345	\$ 1,235,676	\$ 33,412	
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,E,F,G,H, & 1)	\$ 3,025,757	\$ \$66,667	\$ 702,456 \$	\$ 1,634,333 \$	122,301	٠.

	+
t Services	Workshee
Division of Aging and Adult	Service Cost Computation Workshe

Line htm Eponese				Service	Service	Service	Service	Service
	9 3 4	Grand	Admin.	Congregate Nutrition	Home Delivered Meals	Senior Center Operation	Transportation (General)	0
1040,006   2   22,190   5   13,1471   5   19,050   5   13,170   5	II. Line Item Expenses	Total	Cost	180	020	170	250	#N/A
5         1104.009         5         127.00         5         113.471         5         115.00         6         11.10           5         1104.009         5         81.10         5         114.62.0         6         81.10         5         15.00           5         1104.00         6         81.10         5         226.04         5         11.40         5         15.10           5         1104.00         6         11.10         5         11.44         5         11.44         5         11.44         5         11.44         6         <	Staff Salary From Labor Distribution Schedule							
1,114,120   8, 41,10   8	1) Full-time Staff (do not include Title V workers)	\$ 1,040,069	\$ 72,790	\$	\$ 257,270	\$ 481,412	\$ 15,176	
1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	2) Part-time staff (do not include Title V workers)	\$ 116,220	\$ 8,320	\$	\$ 19,695	_		
5         89,093         5         1,146         5         2,118         4,1093         5         1,161           5         13,601         5         46,78         5         1,431         5         4,103         5         7,11           5         13,404         5         1,434         5         1,434         5         2,647         5         7,21           5         13,404         5         1,434         5         1,434         5         2,647         5         7,11           5         13,427         5         1,434         5         1,434         5         2,647         5         7,17           5         13,427         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         5         1,434         6         1,444         6         1,444         6         1,444         6         1,444         6	A. Subtotal, Staff Salary	\$ 1,164,609		\$ 228,046	\$ 276,965	47	+	
5         08003         5         1,446         5         1,151         6,103         5         1,151           5         108601         5         1,240         5         1,151         5         1,103         5         1,103           5         108601         5         1,240         5         1,143         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144         5         1,144 <th></th> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
\$ 40,000   5 1,5000		\$ 89,093		\$	\$	\$ 43,093	\$ 1,161	
5         49,404         5         3,574         5         11,434         6         13,308         5         70,371         5         73           5         49,404         5         2,126         5         1,443         5         2,568         5         73           5         13,673         5         2,268         5         1,268         5         7,718           5         13,673         5         2,578         5         3,443         5         2,568         5         7,178           5         13,673         5         2,578         5         1,798         7,718         7,718           5         13,673         5         1,268         5         1,718         7,718         7,718           5         1,268         3,725         5         2,500         5         2,178         7,718           5         1,260         5         2,500         5         2,500         5         3,700           5         1,250         5         2,500         5         2,500         5         3,700           5         1,17,640         5         2,500         5         2,500         5         3,700 <th>2) Health Insurance</th> <td>\$ 208,601</td> <td></td> <td>\$</td> <td>\$</td> <td></td> <td>\$ 3,044</td> <td></td>	2) Health Insurance	\$ 208,601		\$	\$		\$ 3,044	
\$ 5,524         \$ 424         \$ 1,266         \$ 1,493         \$ 2,686         \$ 1,796         \$ 1,796           \$ 13,627         \$ 26,70         \$ 2,377         \$ 2,576         \$ 1,796         \$ 1,796           \$ 366,648         \$ 26,770         \$ 26,770         \$ 2,477         \$ 2,776         \$ 1,776           \$ 366,648         \$ 26,770         \$ 26,770         \$ 26,770         \$ 26,770         \$ 27,778           \$ 1,27,270         \$ 2,270         \$ 22,200         \$ 225,000         \$ 225,000         \$ 225,000           \$ 1,26,00         \$ 2,200         \$ 2,200         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 2,200         \$ 2,200         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200           \$ 1,494,500         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200           \$ 1,494,500         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200           \$ 1,494,500         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200         \$ 2,200           \$ 1,494,500         \$ 2,200         \$ 2,200         \$ 2,200	3) Retirement	\$ 49,404	\$ 3,574	\$	ψ.	-		
5         1.62         5         978         5         2.997         5         3.507         5         5.976         5         1.79           5         1.65         2.62         2.670         81.441         5         1.56         2.577         5         1.78         1.71           5         1.05 <th>4) Unemployment Insurance</th> <td>\$ 5,924</td> <td>\$ 424</td> <td>\$</td> <td>\$</td> <td>\$ 2,668</td> <td>\$ 73</td> <td></td>	4) Unemployment Insurance	\$ 5,924	\$ 424	\$	\$	\$ 2,668	\$ 73	
5	5) Worker's Compensation	\$ 13,627		\$	\$ 3,507			
5         3.66,648         5         25,270         5         158,171         5         5,171           5 </td <th>6) Other</th> <td>- \$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	6) Other	- \$						
S	B. Subtotal, Fringe Benefits	\$ 366,648		\$ 81,411	\$ 95.662	-		
5         -         5         -         5           5         -         5         -         5         -         5           5         -         5         -         5         -         5         -         5           5         -         5         -         5         -         5         -         5         -         5           5         -         5         -         5         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -         -         5         -	Local In-Kind Resources Non-Match					-		
S	1)	- \$						
5         -         5	2)							
5         5         5         6         7         5         7           5         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -	3)							
5         1	C. Subtotal, Local In-Kind Resources Non-Match	- \$	- \$					
\$         -         5         -         5           \$         -	D. OAA Title V Worker Wages, Fringe Benefits and Costs	- \$						
\$         \$         \$         \$           \$         -         \$         \$         -         \$           \$         -         \$         \$         \$         97,500         \$ <td< th=""><th>Travel</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	Travel							
\$         -         \$         -         \$           \$         -         \$         -         \$         -	1) Per Diem	- \$						
\$         \$	2) Mileage Reimbursement	- \$						
\$         \$         \$         \$         \$           \$         712,500         \$         205,000         \$         225,000         \$         97,500           \$         712,500         \$         205,000         \$         225,000         \$         97,500           \$         106,600         \$         3,400         \$         100,000         \$         97,500           \$         106,600         \$         3,400         \$         100,000         \$         97,500           \$         100,000         \$         3,500         \$         3,500         \$         115,000           \$         100,000         \$         5,000         \$         115,000         \$         115,000           \$         100,000         \$         5,000         \$         110,000         \$         115,000           \$         1,494,500         \$         2,500         \$         2,500         \$         20,000           \$         1,494,500         \$         2,500         \$         2,500         \$         20,000           \$         1,07,380         \$         2,500         \$         2,500         \$         20,000 <t< td=""><th>3) Other Travel Cost</th><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	3) Other Travel Cost							
\$ 712,500         \$ 205,000         \$ 225,000         \$ 97,500           \$ 46,000         \$ 46,000         \$ 97,500           \$ 106,600         \$ 3,200         \$ 46,000         \$ 97,500           \$ 106,600         \$ 5,000         \$ 3,000         \$ 100,000         \$ 100,000           \$ 100,000         \$ 11,000         \$ 12,000         \$ 15,000           \$ 178,000         \$ 11,000         \$ 12,000         \$ 15,000           \$ 1,494,500         \$ 2,500         \$ 15,000         \$ 15,000           \$ 1,494,500         \$ 2,500         \$ 12,000         \$ 15,000           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 15,000           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 15,000           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,73,300         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,73,300         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,74,473         \$ 2,500	E. Subtotal, Travel	•	. \$					
\$ 712,500         \$ 205,000         \$ 225,000         \$ 97,500           \$ 46,000         \$ 46,000         \$ 46,000         \$ 97,500           \$ 106,600         \$ 3,200         \$ 3,200         \$ 3,400         \$ 100,000           \$ 20,000         \$ 3,000         \$ 3,000         \$ 20,000         \$ 20,000           \$ 100,000         \$ 3,000         \$ 11,000         \$ 12,000         \$ 15,000           \$ 178,000         \$ 25,000         \$ 12,000         \$ 15,000         \$ 15,000           \$ 1,494,500         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 1,494,500         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 107,380         \$ 23,000         \$ 25,000         \$ 25,000         \$ 25,000         \$ 25,000           \$ 25,000         \$ 25,000         \$ 25,000         \$ 25,000	General Operating Expenses							
\$ 46,000         \$ 46,000         \$ 46,000         \$ 46,000           \$ 106,600         \$ 3,200         \$ 3,400         \$ 100,000           \$ 304,400         \$ 5,900         \$ 7,500         \$ 290,000           \$ 100,000         \$ 3,500         \$ 15,000         \$ 15,000           \$ 178,000         \$ 11,000         \$ 12,000         \$ 90,000           \$ 178,000         \$ 12,000         \$ 15,000         \$ 90,000           \$ 178,000         \$ 12,000         \$ 12,000         \$ 15,000           \$ 1,494,500         \$ 1,494,500         \$ 125,000         \$ 125,000           \$ 1,494,500         \$ 1,494,500         \$ 1,576,439         \$ 97,500           \$ 1,494,500         \$ 1,494,500         \$ 1,494,500         \$ 1,494,500           \$ 1,494,500         \$ 1,494,500         \$ 1,494,500         \$ 1,494,500           \$ 1,494,500         \$ 1,494,500         \$ 1,494,500         \$ 1,494,500           \$ 1,494,500         \$ 1,494,500         \$ 1,494,500         \$ 1,494,500           \$ 1,494,500         \$ 1,494,500         \$ 1,494,500         \$ 1,494,500           \$ 1,494,500         \$ 1,494,500         \$ 1,494,500         \$ 1,494,400		\$ 712,500		-				
\$ 106,600         \$ 3,200         \$ 3,400         \$ 100,000           \$ 304,400         \$ 6,900         \$ 7,500         \$ 290,000           \$ 100,000         \$ 3,500         \$ 15,000         \$ 15,000           \$ 100,000         \$ 1,000         \$ 10,000         \$ 15,000           \$ 178,000         \$ 1,000         \$ 10,000         \$ 15,000           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 20,000           \$ 1,494,500         \$ 237,100         \$ 2,500         \$ 20,000           \$ 1,494,500         \$ 237,100         \$ 2,500         \$ 20,000           \$ 1,494,500         \$ 237,100         \$ 304,900         \$ 25,000           \$ 1,494,500         \$ 23,025,757         \$ 25,000         \$ 25,000           \$ 3,025,757         \$ 107,380         \$ 24,447           \$ 3,025,757         \$ 26,667         \$ 102,456         \$ 14,471		\$ 46,000			\$ 46,000			
\$ 304,400         \$         6,900         \$         7,500         \$         290,000           \$ 22,000         \$         3,500         \$         15,000         \$         15,000           \$ 100,000         \$         5,000         \$         5,000         \$         15,000           \$ 178,000         \$         11,000         \$         12,000         \$         155,000           \$ 1,494,500         \$         2,500         \$         2,500         \$         20,000           \$ 1,494,500         \$         2,300         \$         2,500         \$         20,000           \$ 1,494,500         \$         2,304         \$         2,500         \$         2,500           \$ 1,494,500         \$         2,304         \$         2,500         \$         2,500           \$ 1,494,500         \$         2,304         \$         2,500         \$         2,500           \$ 1,494,500         \$         2,500         \$         2,500         \$         2,500           \$ 1,494,500         \$         1,576,439         \$         1,576,439         \$           \$ 107,380         \$ 122,101         \$         1,644,431         \$         1,6		\$ 106,600			\$	\$ 100,000		
\$ 22,000         \$ 3,500         \$ 15,000           \$ 100,000         \$ 5,000         \$ 90,000           \$ 178,000         \$ 5,000         \$ 90,000           \$ 178,000         \$ 12,000         \$ 125,000           \$ 178,000         \$ 12,000         \$ 125,000           \$ 1494,500         \$ 2,500         \$ 2,500         \$ 20,000           \$ 1,494,500         \$ 2,300         \$ 2,500         \$ 2,500           \$ 3,025,757         \$ 107,380         \$ 246,557         \$ 117,864         \$ 117,864           \$ 3,025,757         \$ 566,667         \$ 102,456         \$ 164,433         \$ 122,301		\$ 304,400			\$	\$ 290,000		
\$ 100,000         \$ 5,000         \$ 5,000         \$ 90,000           \$ 178,000         \$ 11,000         \$ 12,000         \$ 155,000           \$ 25,000         \$ 2,500         \$ 2,500         \$ 2,500           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 20,000           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 20,000           \$ 1,494,500         \$ 23,025,757         \$ 855,000         \$ 97,500           \$ 3,025,757         \$ 107,380         \$ (20,110)         \$ (24,929)         \$ (57,894)         \$ (4,447)           \$ 3,025,757         \$ 566,667         \$ 702,456         \$ 164,333         \$ 122,301		\$ 22,000			\$	\$ 15,000		
\$ 178,000         \$ 11,000         \$ 12,000         \$ 155,000           \$ 25,000         \$ 2,500         \$ 2,500         \$ 2,000           \$ 1,494,500         \$ 2,500         \$ 2,500         \$ 2,000           \$ 1,494,500         \$ 237,100         \$ 304,900         \$ 855,000         \$ 97,500           \$ 3,025,757         \$ 107,380         \$ 646,557         \$ 17,574,39         \$ 117,864           \$ 3,025,757         \$ 566,667         \$ 702,456         \$ 164,433         \$ 122,301		\$ 100,000			\$	000'06 \$		
\$ 25,000         \$         2,500         \$         2,500         \$         2,500         \$         2,500         \$         2,500         \$         2,500         \$         97,500		\$ 178,000			\$ 12,000	\$ 155,000		
\$ 1,494,500 \$ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	8) Property and General Liability Insurance	\$ 25,000			\$	\$ 20,000		
\$ 3,025,757 \$ 107,380 \$ 546,557 \$ 677,527 \$ 1,576,439 \$ 117,854 \$ 566,667 \$ 702,456 \$ 1,634,333 \$ 122,301	F. Subtotal, General Operating Expenses	\$ 1,494,500	- \$			\$ \$55,000	\$ 97,500	
\$ 3,025,757     \$ 107,380     \$ 546,557     \$ 677,527     \$ 1,576,439     \$ 117,854       \$ (107,380)     \$ (20,110)     \$ (24,929)     \$ (37,894)     \$ (4,447)       \$ 3,025,757     \$ 566,667     \$ 702,456     \$ 1,634,333     \$ 122,301	G. Subtotal, Other Administrative Cost Not Allocated in							
\$ 3,025,757     \$ 107,380     \$ 546,557     \$ 677,527     \$ 1,576,439     \$ 117,854       \$ (107,380)     \$ (20,110)     \$ (20,110)     \$ (24,929)     \$ (57,894)     \$ (4,447)       \$ 3,025,757     \$ 566,667     \$ 702,456     \$ 1,634,333     \$ 122,301	Lines II.A through E		***************************************					
\$ (107,380)       \$ (20,110)       \$ (24,929)       \$ (57,894)       \$ (4,447)         \$ 3,025,757       \$ 566,667       \$ 702,456       \$ 1,634,333       \$ 122,301	H. Total Proj. Expenses Prior to Admin. Distribution	ï		546,557	677,527	1,576,439	117,854	
\$ 566,667 \$ 702,456 \$ 1,634,333 \$ 122,301	<ol> <li>Distribution of Admininistrative Cost</li> </ol>				(24,929)	(57,894)	(4,447)	
	J. Total Proj. Expenses After Admin. Distribution	\$ 3,025,757				1,634,333	122,301	

		Service	Service	Service	Service	Service
	Grand	Congregate Nutrition	Home Delivered Meals	Senior Center Operation	Transportation (General)	0
III. Computation of Rates	Total	180	020	170	250	#N/A
A. Computation of Unit Cost Rate:						
<ol> <li>Total Expenses (equals line II.J)</li> </ol>	\$ 3,025,757	\$ 299,995	702,456	1,634,333	\$ 122,301 \$	
2. Total Projected Units		000'69	75,000		8,500	
3. Total Unit Cost Rate		\$ 8.2126 \$	9.3661	-	\$ 14,3884 \$	
B. Computation of Reimbursement Rate:						yi.
<ol> <li>Total Revenues (equals line I.J)</li> </ol>	\$ 3,025,757	\$ 299'995 \$	702,456	1,634,333	\$ 122,301 \$	
2. Less: NSIP (equals line I.D)	\$ 115,200	\$ 55,200	\$ 000'09		\$ -	į
Title V (equals line I.E less II.D)	- \$	\$ -	1	10	\$ .	
Non Match In-Kind (equals line I.H less II.C)	- \$	\$		1	\$ -	•
3. Revenues Subject to Unit Reimbursement	\$ 2,910,557	\$ 511,467 \$	642,456	1,634,333	\$ 122,301 \$	
4. Total Projected Units (equals line III.A.2)		000'69	75,000	1	8,500	
<ol><li>Total Reimbursement Rate</li></ol>		\$ 7.4126 \$	8.5661		\$ 14.3884 \$	
C. Units Reimbursed Through HCCBG		31,478	36,319		6,178	
D. Units Reimbursed Through Program Income*			•	•		
E. Units Reimbursed Through Remaining Revenues		37,522	38,681		2,322	
F. Total Units Reimbursed/Total Projected Units		000'69	75,000	•	8,500	•
E	AND THE RESERVE OF THE PROPERTY OF THE PROPERT				1	

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 II.C. Certification:

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 reported Lest information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.

6/2/2021

Date

Title

President/CEO

Information on this form (DAAS-732A) corresponds with

information stated on the Provider Services Summary Required Local Match-Cash & In-Kind **Projected HCCBG Reimbursed Units** (DAAS-732) as follows: **Block Grant Funding** Net Service Cost **Total Funding NSIP Subsidy** 

Projected Total Service Units

Total Reimbursement Rate

	100000							
<b>DAAS-732</b>	Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. I
DAAS-732A	Line I.A	Line 1.B	Line I.C	Line I.D	L. I.C+I.D	Line III.C	Line III.B.5	Line III.F

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

#DIV/0! #DIV/0! SERVICE #DIV/0! #DIV/0! SERVICE #DIV/0! #DIV/0! SERVICE June 2022 through #DIV/0! SERVICE 100.00% July 2021 15,176 15,176 15,176 SERVICE 28,080 \$ 38,000 \$ 7,540 \$ 9,880 \$ 26,238 \$ 44,736 \$ 5,720 \$ 5,720 \$ 9,880 \$ 9,880 \$ 9,880 \$ 9,880 9,880 \$ 29,016 \$ 42,215 \$ 9,880 \$ \$ 910'62 85.46% 5,000 34,000 5,000 24,960 70,880 15,000 481,412 Fiscal Period: SERVICE 15,462 15,978 17,014 18,837 17,942 16,206 19,624 19,624 6,963 13,486 12,732 1,560 2,375 1,612 15,000 20,500 12,969 2,000 15,000 92.89% 276,965 1,612 1,458 1,612 16,640 **Delivered Meals** SERVICE SS 5 93.59% 15,738 16,262 12,106 13,403 14,298 12,914 12,616 12,616 4,477 11,014 10,148 1,560 2,375 1,612 2,563 1,612 213,421 14,625 228,046 15,000 20,500 12,325 2,000 5,000 1,458 1,612 16,640 SERVICE 5,125 89.74% 5,592 5,527 5,000 5,000 5,519 2,000 25,000 8,320 4,000 72,790 8,320 81,110 4,750 5,277 ADMIN. SALARY 29,154 \$ 55,920 \$ 4,160 32,240 \$ 51,250 \$ 9,880 31,200 \$
32,240 \$
29,120 \$
32,240 \$
32,240 \$
29,120 \$
32,240 \$
32,240 \$
32,240 \$
32,240 \$
32,240 \$
32,240 \$
32,240 \$
32,240 \$
47,500 \$
7,540 32,240 \$ 55,268 \$ 50,000 \$ SUBTOTAL FT: \$ 1,040,069 \$ SUBTOTAL PT: \$ 124,540 \$ TOTAL \$ 1,164,609 \$ 45,989 33,280 89.31% 32,240 52,768 20,000 33,280 9,880 5,720 9,880 9,880 Assignable PERCENT FT: PERCENT PT: FULL TIME PART TIME 1 FULL TIME
1 FULL TIME
1 FULL TIME
1 FULL TIME
1 FULL TIME
1 FULL TIME
1 FULL TIME
1 FULL TIME 1 FULL TIME
0.65 PART TIME
1 FULL TIME
1 FULL TIME 1 FULL TIME 0.47 PART TIME 1 FULL TIME 1 FULL TIME 1 FULL TIME 1 FULL TIME 0.47 PART TIME 1 FULL TIME 1 FULL TIME 1 FULL TIME 0.22 PART TIME 0.25 PART TIME 1 FULL TIME 1 FULL TIME 0.5 PART TIME 0.47 PART TIME 0.47 PART TIME 1 FULL TIME 0.47 PART TIME 1 FULL TIME 1 FULL TIME 1 FULLTIME Ë 
 New Hire
 SR CTR Nutrit Coord
 \$ 31,200

 Russel, Douglas
 SR CTR Cook
 \$ 32,240

 Greene, Shelidine
 SR CTR Cook
 \$ 32,240

 Greene, Shelidine
 SR CTR Nutrit Coord
 \$ 32,240

 Greene, Braden
 SR CTR Nutrit Coord
 \$ 32,240

 Bridgers, Bevery
 SR CTR Nutrit Coord
 \$ 29,120

 Bridgers, Bevery
 SR CTR Nutrit Coord
 \$ 32,240

 Francisco, Dean
 Food Transporter
 \$ 23,240

 Francisco, Dean
 Food Transporter
 \$ 25,880

 Partaria, Gloine
 SR Centre Officeror
 \$ 31,200

 Segen, Army
 SR Centre Director
 \$ 31,200

 Segen, Army
 SR Centre Director
 \$ 5,500

 Schotter, Carol A.
 Receptionar, Administrative kats
 \$ 10,01

 Steinkamp, Britany L. SR Center Director
 \$ 5,520

 Green, Patricia A.
 Receptionar, Administrative kats
 \$ 11,021

 Ambrose, Bernda J.
 Receptionar, Administrative kats
 \$ 12,240

 Ambrose, Bernda J.
 Receptionar, Administrative kats
 \$ 12,240

 Ambrose, Bernda J.
 Receptionar, Adm BRUNSWICK SENIOR RESOURCES, INC SFY 2021-2022 POSITION AGENCY NAME: State Fiscal Year: Jackson , Chauvet Powell, Sarah Jackson, Eddie Benoy, Justin STAFF NAME New Hire

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

July 2021 through June 2022

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:	BRUNSWICK SENIOR RESOURCES, INC
_	
County:	BRUNSWICK

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.

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

Brunswick Senior Resources, Inc. operates five Senior Centers of Excellence and three satellite nutrition sites across Brunswick County. The five Centers, located in Southport, Leland, Shallotte, Supply and Calabash, operate five days per week offering weekday Congregate dining. The satellite nutrition sites in Ash, Boiling Spring Lakes and Oak Island offer Congregate dining on different days of the week

Outreach to the senior population in Brunswick County is facilitated through several outlets which include: events and programs at the Senior Centers and Nutrition Sites, a BSRI monthly magazine, "The Buzz," which is distributed to local physicians, public buildings, and area businesses, the BSRI website and the utilization of social media platforms, i.e.: Facebook and Instagram. The website, as with all BSRI publications, contains information on center and site locations, activity calendars, county wide activities, and directives for accessing services. In addition to publications, BSRI participates in public venues promoting outreach programs to identify and encourage seniors with limited income and limited English proficiency to access services. BSRI makes every effort, within budget guidelines, to provide seniors with general transportation to access their local Senior Center or Nutrition Site. Staff at all BSRI locations are trained to make seniors feel welcomed and respected, regardless of their racial, cultural or financial status.

The vast majority of new attendees to our centers and nutrition sites continues to be single, lower income seniors, with limited family support. For Brunswick County, with over 50,000 residents over the age of 60, it is clear this trend will increase at an expedited rate and as more seniors find themselves in need of services and resources.

Meal counts within the Home Delivered Meals program have increased about 15% and Congregate and Nutrition Site meals served have increased by about 13% over the previous year.

### July 2021 through June 2022

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

BRUNSWICK SENIOR RESOURCES, INC agrees to provide services through the Home and Community Care Block Grant, as specified on the <u>Provider Services Summary</u> (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.
- 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.
- 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.

(Authorized Signature) 6/03/21 (Date)

						Ноте ан	nd Comm	unity (	Home and Community Care Block Grant for Older Adults	Grant	for Olda	r Adults					
BAYADA Home Health Care, Inc.				1										<b>DAAS-732</b>			,
							Cor	inty Fu	County Funding Plan	an				County:		BRUNSWICK	JK.
3205 Randall Parkway, Suite 205				Ĭ									Budge	Budget Period:	July 2021	through	June 2022
Wilmington, NC 28403				I		- <del>-</del>	Provider	Servic	Provider Services Summary	nary				Revision #:		Date:	
											}						
					⋖			-	В	S		D	Ш	F	g	Н	-
	Serv. Delivery	elivery						- 1									
	(Check One)	One)		Bloc	« Grant	Block Grant Funding		_	Required	2		4101	6	Projected	Projected	Projected	30
Services	Direct	Purchase	Access	In-Home	me	Other	Total		Local	Net Service		Subsidy	Total	HCCBG	Reimburse Rate*	HCCBG	Projected Total Units
In-Home Aide-Level I - Home Management		×	5	0,	\$ 066		\$ 41,	41,990 \$		\$ 46	56 8	- 1	\$ 46,656	_	89	Circins	2.600
In-Home Aide-Level II - Personal Care		×	- 5	\$ 126,000	\$ 000	х	\$ 126,000	\$ 000	14,000	\$ 140	140,000 \$	1	\$ 140,000		\$ 18.5800	30	7,535
In-Home Aide-Level III - Personal Care		×	5	\$ 42,	42,010 \$	1	\$ 42,	42,010 \$	4,668	\$ 46	46,678 \$		\$ 46,678	2,512	\$ 18.5820	∞	2,512
0			- S	S	- <del>S</del>	T.	\$	-	t	\$	- \$	-	- 8	,	- \$		
0			- - -	\$	5	1	\$	<del>\$</del>	1	\$	-	1	· •	1	- ->		1
0			- - -	S	-	1	\$	<del>\$</del>	ı	\$	\$	1	· S	1			ţ
0			· S	S	-	ī	8	59	1	\$	-	1	- -		- \$		1
0			· •	<del>\$</del>	<u>-</u>	ī	\$	-	ľ	\$	-	,	59	1			1
0			- 8	8	- <del>-</del>	1	S	-		\$	- \$	-	- \$		- 59		1
0			۱ ج	S	59	1	\$	-	r	\$	-	1	S	1	- \$		T
0			- S	89	\$	i	\$	-	1	\$	- \$	1	· \$	1	- -		1
0			ı. S	8	-	1	<del>\$</del>	<i>S</i>	1	\$	\$ -	ı	- \$	ī	5		1
0			· •	S	-		<del>5</del> 9	-	1	\$	- \$	1	\$	1	- 59		1
0			· •	S	<del>\$</del>		89	-	1	\$	\$ -	ı	- \$	ı	- \$		
Total		▓	· S	\$ 210,000	\$ 000	j	\$ 210,000	\$ 000	23,334	\$ 233	233,334 \$	ı	\$ 233,334	12,647		45	12,647
*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate	are Proj.	Service	Cost/Rate														
	ADC	O	ADHC										1				
Daily Care		\$33.07	\$ 40.00	ای	ŭ	rtification	ı of requii	ed min	Certification of required minimum local match availability.	match a	vailabil	ty.	W.	B	Drech	6.21.2	12.
Administrative					Re	squired lo	cal match	will be	Required local match will be expended simultaneously	simultan	eously		Authorized !	Authorized Signature, Title	e		Date
•				ı	W	th Block	with Block Grant Funding.	ding.					Community	Sommunity Service Provider	der		
Proj. Reimbursement Rate		\$33.07	\$ 40.00	اه													
Administrative %		0.00%	0.00%	%	-												
					Si	gnature, (	Signature, County Finance Officer	nance O	fficer		Date		Signature, C	hairman, Boa	Signature, Chairman, Board of Commissioners	sioners	Date

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

Provider:	BAY	ADA Home	Health Care, Inc.	
County:		BRUI	NSWICK	
Budget Period:	July 2021	through	June 2022	-

		Service	Service	Service	Service	Service	Service	Serv
				In-Home Aide-Level III - Personal				1
D 2 12		In-Home Aide-Level I - Home Management		Care	0	0	0	0
I. Projected Revenues	Grand Total	041	042	045	#N/A	#N/A	#N/A	#N,
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 210,000	\$ 41,990	\$ 126,000	\$ 42,010	\$ -	\$ .	\$ -	\$
Required Minimum Match - Cash	***************************************							
1)	s - 20000000							
2)	<u>S</u>							
3)	5 - 900000000							
Total Required Minimum Match - Cash	5	5 -	5 -	\$ -	\$	\$ -	\$ -	\$
Required Minimum Match - In-Kind						***************************************		*********
Administrative Match In-Kind	\$ 23,334	\$ 4,666	\$ 14,000	\$ 4,668				
2)	s - 00000000							
3)	\$ 23,334 \$ - \$ -							
Total Required Minimum Match - In-Kind	\$ 23,334	\$ 4,666	\$ 14,000	\$ 4,668	\$ -	\$ -	\$ .	s
B. Total Required Minimum Match (cash + in-kind)	\$ 23,334	\$ 4,666	\$ 14,000	\$ 4,668	s -	S -	s .	s
C. Subtotal, Fed/State/Required Match Revenues	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	s -	s -	Ś
D. NSIP Cash Subsidy/Commodity Valuation	s - 100000000	\$ -	s -	s -	\$ -	s -	s -	S
E. OAA Title V Worker Wages, Fringe Benefits and Costs	s . )00000000							
Local Cash, Non-Match			•••••	***************************************	***************************************	***************************************	500000000000000000000000000000000000000	00000000
1)	\$ 000000000							
2)	s							<b>—</b>
3)	s - 1000000000							
4)	5 - 2000000000							
F. Subtotal, Local Cash, Non-Match	3	\$ .	s .	s -	s -	\$ -	s -	9
Other Revenues, Non-Match			***************************************	·····	***************************************	<del>റ്റാനത്തെത്ത</del>	<del>(2000)</del>	<del>1000000000000000000000000000000000000</del>
1)	\$ 10000000							-
2)	s							1
3)	s - 10000000000							
G. Subtotal, Other Revenues, Non-Match	s . (000000000	s -	s .	٠ .	٠ .	c .		e
Local In-Kind Resources (Includes Volunteer Resources)	***************************************		***************************************		************	<del></del>	<del>Č</del>	***********
1)	\$							
2)	\$							-
3)	s							
H. Subtotal, Local In-kind Resources, Non-Match	s (00000000	s -	\$	s .	٠ .	s .	s -	e
I, Client Cost Sharing	s - 0000000 5 - 00000000	-	•	·	-	-	•	3
J. Total Projected Revenues (Sum I.C,D,E,F,G,H, & I)	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	e	s .	e .	
,	255,554	46,036	3 140,000	3 46,678	3 -			15

### Division of Aging and Adult Services Service Cost Computation Worksheet

II. Line Item Expenses
Staff Salary From Labor Distribution Schedule
1) Full-time Staff (do not include Title V workers)
2) Part-time staff (do not include Title V workers)
A. Subtotal, Staff Salary
Fringe Benefits
1) FICA @ 7.65 %
2) Health Insurance
3) Retirement
4) Unemployment Insurance
5) Worker's Compensation
6) Other
B. Subtotal, Fringe Benefits
Local In-Kind Resources Non-Match
1)
2)
3)
C. Subtotal, Local In-Kind Resources Non-Match
D. OAA Title V Worker Wages, Fringe Benefits and Costs
Travel
1) Per Diem
2) Mileage Reimbursement
3) Other Travel Cost
E. Subtotal, Travel
General Operating Expenses
1) Rent

			Service	Service	Service	Service	Service	Service	Serv
Grand		Admin.	In-Home Aide-Level I - Home Managemen	In-Home Aide-Level II - Personal Care	In-Home Aide-Level III - Personal Care	0	0	0	0
Total		Cost	041	042	045	#N/A	#N/A	#N/A	#N.
********	$\infty$	******	***************************************						*******
\$ -	\$	- 2	5 -	s -	s -	s -	\$ -	\$ -	\$
\$ 151,2	00 \$	4,000	\$ 30,240	\$ 90,720	\$ 30,240	\$ -	\$ -	s -	\$
\$ 155,2	00 \$	4,000	\$ 30,240	\$ 90,720	\$ 30,240	s -	\$ -	\$ -	s
		*****						***************************************	*******
\$ 11,8	73 \$	306	\$ 2,313	\$ 6,940	\$ 2,313	\$ -	\$ -	\$ -	\$
\$ 21,0	00		\$ 4,200	\$ 12,600	\$ 4,200				
\$ -	_								
\$ 1,1		29	\$ 218	\$ 653	\$ 218				
\$ 10,8	54 \$	280	\$ 2,117	\$ 6,350	\$ 2,117				
\$ -									
\$ 44,8		615	\$ 8,848	\$ 26,543	\$ 8,848	\$ -	\$ -	\$ -	\$
•••••		·		***************************************	<u> </u>	······			***************************************
5 -	_								
<u>\$</u> -	_								
5 .									
5 -	\$		5 -	\$ -	\$ -	\$ -	\$ -	\$ -	S
*****				1					
×	999	**********		*************************************	***************************************	***************************************			
\$ -	-								
5 2,13	30		\$ 426	\$ 1,278	\$ 426				
\$ -	0 0			4				<del></del>	
\$ 2,1		******	\$ 426		\$ 426		************	5	2
\$ 12.36			\$ 2,472		\$ 2.473		***************************************	***************************************	***************************************
<b>&gt;</b> 12,30	DT [		\$ 2,4/2	\$ 7,416	\$ 2,473				

2) Utilitles	5	2,900			\$	569	\$	1,740	\$	591							
3) Insurance	\$	5,000			\$	1,000	\$	3,000	\$	1,000							
4) Supplies	\$	4,000			\$	800	\$	2,400	\$	800							
5) MIS	\$	6,000			\$	1,200	\$	3,600	S	1,200					1		T
6) Training	\$	5,000			\$	1,000	\$	3,000	\$	1,000							T
7) Postage	\$	503			\$	100	\$	303	\$	100							
B)	5																
Subtotal, General Operating Expenses	\$	35,764	\$		\$	7,141	\$	21,459	\$	7,164	\$	( <del>2</del> )	\$	-	\$		\$
Subtotal, Other Administrative Cost Not Allocated in																	T
nes II.A through E	\$	-															
Total Proj. Expenses Prior to Admin. Distribution	\$	237,949		4,615	\$	46,655	\$	140,000	\$	46,678	\$	-	S	1-1	\$	-	\$
Distribution of Admininistrative Cost	\$	(0)	***	***	\$	(1)	\$	0	\$	0	\$		\$		\$		\$
Total Proj. Expenses After Admin. Distribution	\$	233,334			s	46,656	S	140,000	s	46,678	S		s	-	\$		s

		Service	Service	Service	Service	Service	Service	Servic
	Grand	In-Home Aide-Level I - Home Manageme	ern-Home Aide-Level II - Personal Car	-Home Aide-Level III - Personal Ca	0	0	0	0
III. Computation of Rates	Total	041	042	045	#N/A	#N/A	#N/A	#N/A
A. Computation of Unit Cost Rate:							***************************************	**********
<ol> <li>Total Expenses (equals line II.J)</li> </ol>	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	5 -	\$ .	s -	\$
2. Total Projected Units		2,600	7,535	2,512				
<ol><li>Total Unit Cost Rate</li></ol>		\$ \$ 17.9446	\$ 18.5800	\$ 18.5820	5 -	\$ -	\$ -	\$
B. Computation of Reimbursement Rate:								
Total Revenues (equals line I.J)	\$ 233,334	\$ \$ 46,656	\$ 140,000	\$ 46,678	5 -	\$ .	\$ -	\$
2. Less: NSIP (equals line I.D)	. 10000000		s -	\$ -	\$ -	\$ -	\$ .	\$
Title V (equals line I.E less II.D)	s . (0000000	800 s	\$ -	\$ -	s -	\$ -	\$ -	\$
Non Match In-Kind (equals line I.H less II.C)	s - 6000000	00 s -	\$ .	\$ .	5 -	\$ .	5 -	\$
<ol><li>Revenues Subject to Unit Reimbursement</li></ol>	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$	\$ -	\$ -	\$
<ol> <li>Total Projected Units (equals line III.A.2)</li> </ol>		2,600	7,535	2,512			-	
5. Total Reimbursement Rate		\$ 17.9446	\$ 18.5800	\$ 18.5820	\$ -	ş -	\$ -	\$
C. Units Reimbursed Through HCCBG		2,600	7,535	2,512				
D. Units Reimbursed Through Program Income*			•					
E. Units Reimbursed Through Remaining Revenues		889 -						
F. Total Units Reimbursed/Total Projected Units	***************************************	2,600	7,535	2,512				

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 material deviations in reported cost.

| Director of Strategic Growth | Title | Date |

6-21-21 Date

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

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

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

.

FIFE   FULL TIME						-	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SENVICE	SERVICE	SERVICE
Discrept   2	-	POSITION			Assignable Salary	ADMIN. SALARY	In-Home Alde-Level I - Home Management	in-Home Alde-Level II - Personal Care	In-Home Aide-Level III - Personal Care	0	··-	··-	0	o
Character   2, 50,000   2, 5	_	Director		PARTTIME	4,000	4,000								
Note the state of the control of t	, me,	Clinical Manager	\$ 75,000	-	15,000			000'6 \$	s					The second secon
Interest bloods   5 50,000   0.10,000   101		Recruiting Manager	\$ 40,800					\$ 6,120	s					
Minimerials   5 50,000   10,500   10,		In Home Aides	\$ 50,400	-	1	-								
Princementary   S. 90,000   GLS   Princementary   S. 90,000   GLS   Princementary   S. 90,000   GLS   Princementary   S. 90,000   GLS		In Home Aides	\$ 151,200											
		In Home Aides	\$ 50,400	-										
		The second second second second second second second second second		The second secon										
N N N N N N N N N N N N N N N N N N N	The same of the sa	Committee and a second committee of the												
α         0														A CONTRACTOR OF THE PARTY OF TH
S 02002 S 0000 S	A CONTRACT OF STATE O													
S   S   S   S   S   S   S   S   S   S										AND THE RESERVE OF THE PROPERTY OF THE PROPERT				
\$ 2000 \$ 4000 \$ 2000 \$ 3000 \$ 3000 \$ \$ 0.500 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$														
8 25 200 5 4000 5 20 20 5 0 0 0 0 0 0 0 0 0 0 0 0 0							The second secon	The second state of the second				And the second s		
8 25200 \$ 4000 \$ 2020 \$ 3020 \$ 3 2020 \$ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2								the probabilistic of Audie 19 can be delicated to the back the property of the fact of the second of the fact of the second of the fact of the second of the	William In the fact the same of the same o					
8 2 200 2 4000 5 200, 200 5 200, 200 5 20 5 20 5 20							The second secon	The second secon		The same of the sa				
2 S 2002 S 2007		The second secon		and the second communication of the second communication o		-								
2 152200 5 4000 5 20220 5 2 2 2 2 2 2 2 2 2 2 2 2 2	The same of the sa													-
\$ 5 05.000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00000 \$ 0.00000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.0000 \$ 0.00						The second second second second								
\$ 5   5   5   5   5   5   5   5   5   5							The second secon							
5 S	the same process of the latest contract the same of	the property of the party of th			-						ACCOUNTS OF THE PARTY OF THE PA			
\$ 5 \tag{5} \tag{6} \tag{7} \tag{7} \tag{7} \tag{7} \tag{8} \tag{7} \tag{7} \tag{8} \tag{7} \tag{8} \tag{7} \tag{8} \tag{8} \tag{8} \tag{9} \t			-	The same of the sa			With the last of the control of the last o						The second secon	** ** ** ***
S S	And the state of t	de la recolle carde children de filts o to de administration flock de la de	and the same of the tax and the same of the same of						mercan proposed and a second and a second and a second as					
S   S   S   S   S   S   S   S   S   S							And the same of th		The second section of the sect					
\$		THE RESERVE OF THE PERSON NAMED IN COLUMN 2 IN COLUMN		A CONTRACTOR OF THE PERSON NAMED IN COLUMN 2 IN COLUMN			The same of the sa							***
5		The second secon				-	A SECURIO CONTRACTOR OF THE PROPERTY OF	The case of the same of the sa			-			
5									The second of th	Control and Street, St				
5			1				SECTION AND REPORT OF THE PROPERTY OF THE PROP	STATE STATES AND ADDRESS OF THE PERSON OF TH	And the second control of the second control					
\$ 5		The second secon	1				Company of the last of the las	A THE R. P. LEWIS CO., LANSING, MICH. LANSING, SANSAGE AND PRINCIPLES.						
\$		Charles of the Late of the Control o	+					A STREET, SAN PARK TO	The same of the sa				A CONTRACT OF THE PARTY OF THE	and the same of th
\$		California, Canada Complete (Control of March 2014) and Canada (Street of March 2014)		memory on principal to the particular to the par					Committee of the Commit	and the state of the late of t			The state of the s	
5								The second of the second secon						
5         -														
5         -														
\$														
\$							A STATE OF THE PERSON OF THE P							
\$														
\$														
\$										and the second section of the second section is the second section of		And the state trees white		
\$		-						The first term form to the read the part of the second				The second secon	The second secon	
5       -						-		And the second s	Married Principle Charles and realist the collection of the collec	the state of the s				
\$								the state of the s	Married der Samily Wild Salvin Steiner Personal in Salvin Steiner of	material a delacted to the rest to design	And desired the party and the			
\$							And the control of the part of the control of the c	OR AND PROPERTY OF THE PARTY AND PROPERTY OF THE PARTY OF	market probability of tensors or protestions on commentation con-	And the second s				-
\$									The second secon			NAME OF TAXABLE PARTY OF TAXABLE PARTY.	With a first control the second ground of still Appendix (1)	
\$ \$	-	A AND ADDRESS OF THE PROPERTY			-									
\$		The state of the s												
\$ \$ \$ \$ \$ \$ \$ \$ -										-				
\$			-											
\$						Ī								
\$ \$			ļ											
\$ - \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ .			Ī			1								
\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -		After which the meaning of the bridge of processing the same												The same of the sa
\$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ .		The second secon									The second secon			THE RESERVE AND ADDRESS OF THE PERSON NAMED IN
\$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ .														
\$ 155,200 \$ 4,000 \$ 30,240 \$ 90,720 \$ 30,240 \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$								\$		s				s
\$ 155,200 \$ 4,000 \$ 30,240 \$ 90,720 \$ 30,240 \$ . \$ . \$ . \$				- 1	- 1	4,000	30,240	\$ 90,720		\$	· S		\$	S
								\$ 90,720		, s	s	· •	•	s

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

July 2021 through June 2022

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:	BAYADA Home Health Care, Inc.
Country	P.D.LINGWIGH
County:	BRUNSWICK

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.

BAYADA Home Health Care, Inc. shall provide In-Home Aide Level I, Level II, and Level III services to qualified consumers in Brunswick County as outlined in the Home and Community Care Block Grant for Older Adults. Those determined to be in need of In-Home Aide services will be eligible for services regardless of their income, although some recipients will be asked to voluntarily participate in the consumer contributions program. BAYADA will share information about the In-Home Aide program with local doctors, hospital discharge planners, hospice agencies, skilled agencies, senior advocacy groups, Adult Protective Services (APS) and Community Alternative Program (CAP). Information regarding the In-Home Aide program will be disseminated via written and oral education as well as through weekly marketing visits and phone calls made by BAYADA. BAYADA will admit low-income, including low-income minority elderly consumers, rural elderly, and rural elderly with limited English proficiency, and well older adults (age 60 and over) using the following priorities: Older adults for whom the need for Adult Protective Services has been substantiated by the Department of Social Services and the service is needed as part of the Adult Protective Services Plan. Older adults who are at risk of abuse, neglect, and/or exploitation. Older adults with extensive impairments in activities of daily living (ADL's), or instrumental activities of daily living (IADL's), who are at risk of placement or substitute care. Older adults with extensive ADL or IADL impairments. Older adults with less extensive (1-2) ADL or IADL impairments. Well older adults. BAYADA Home Health Care complies with Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 adn the Americans with Disabilities Act of 1990.

### July 2021 through June 2022

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

BAYADA Home Health Care, Inc.	agrees to provide services through the Home and
Community Care Block Grant, as specified on the P	rovider 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).
- 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 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.
- 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.
- 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.

Bobby Shoemake, Director

6-10-21

(Authorized Signature)

(Date)

### Standard Assurance To Comply with Older Americans Act Requirements Regarding Clients Rights

For

Agencies Providing In-Home Services through the Home and Community Care Block Grant for Older Adults

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

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

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

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

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

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

Agency Name:	BAYADA Home Health Care, Inc.
Name of Agency Administrator:	Bobby Shoemake
Signature:	BICEGEL
(Please return this form	to your Area Agency on Aging and retain a copy for your files.)

### CLIENT/PATIENT RIGHTS

- 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.
- 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.
- 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.
- 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.
- If you are denied service solely on you inability to pay, you have the right to be referred elsewhere.
- 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.