

Mailed 07/2/2021

Addressee:

Mr. David Stanley, Deputy County Manager

Re:

1. 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.
jbenson@bsrinc.org



Brunswick Senior Resources, Inc.
Making a Difference

(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 2021/2022 HCCBG	Local Match Required	Total Allocation Plus Local Match	Minimum Budget Requirement Access 30%	Minimum Budget Requirement In-Home 25%	Minimum Budget Requirement Congregate 33%
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: Brunswick
 DATE: 5/20/2021
 SFY: 2022

HOME & COMMUNITY CARE BLOCK GRANT MEET]

2021-2022 WORKSHEET DECISIONS

Is this a budget revision? ____ Yes X No

If yes, revision date

Federal/State Home & Community Care Block Grant Funding:

What services are to receive monies? \$ **1,138,791**


- | | |
|-----------------------------------|--------------------------|
| 1. <u>Access Services</u> | 6. <u>Other Services</u> |
| 2. <u>Congregate Nutrition</u> | 7. _____ |
| 3. <u>Home Delivered Meals</u> | 8. _____ |
| 4. <u>Senior Center Operation</u> | 9. _____ |
| 5. <u>In-Home Services</u> | 10. _____ |

Increase \$ 55,342 \$ 13,967

What providers should receive these monies?

Service	Provider	Approved Allocation	Committee Adjustments 5/20/2021	Lead Agency 2022 Proposal	HCCBG 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					
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

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

	Grand Total					Service		Service		Service		Service		Service
						Congregate Nutrition 180	Home Delivered Meals 020	Senior Center Operation 170	Transportation (General) 250					
I. Projected Revenues														
A. Fed/State Funding From the Div. of Aging & Adult Svcs.														
Required Minimum Match - Cash														
1)	\$	928,791				\$	210,000	\$	280,000	\$	358,791	\$	80,000	\$
2)	\$	103,199				\$	23,333	\$	31,111	\$	39,866	\$	8,889	\$
3)	\$	-												
Total Required Minimum Match - Cash	\$	103,199				\$	23,333	\$	31,111	\$	39,866	\$	8,889	\$
Required Minimum Match - In-Kind														
1)	\$	-												
2)	\$	-												
3)	\$	-												
Total Required Minimum Match - In-Kind	\$	-												
B. Total Required Minimum Match (cash + in-kind)	\$	103,199				\$	-	\$	-	\$	-	\$	-	\$
C. Subtotal, Fed/State/Required Match Revenues	\$	1,031,990				\$	23,333	\$	31,111	\$	39,866	\$	8,889	\$
D. NSIP Cash Subsidy/Commodity Valuation	\$	115,200				\$	55,200	\$	60,000	\$	-	\$	-	\$
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)	\$	-												
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, & I)	\$	3,025,757				\$	566,667	\$	702,456	\$	1,634,333	\$	122,301	\$

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) Non-Staff Program Cost (Inc Food and related)

2) Meal Delivery Cost

3) Repairs & Maintenance - Equipment

4) Facility Rental, Repairs, & Maintenance

5) Staff Training

6) Outreach, Advertising, Supplies

7) Utilities

8) Property and General Liability Insurance

F. Subtotal, General Operating Expenses

G. Subtotal, Other Administrative Cost Not Allocated in Lines I.I.A through E

H. Total Proj. Expenses Prior to Admin. Distribution

I. Distribution of Administrative Cost

J. Total Proj. Expenses After Admin. Distribution

Grand Total	Admin. Cost	Service Congregate Nutrition 180	Service Home Delivered Meals 020	Service Senior Center Operation 170	Service Transportation 250	Service 0 #N/A
\$ 1,040,069	\$ 72,790	\$ 213,421	\$ 257,270	\$ 481,412	\$ 15,176	\$ -
\$ 116,220	\$ 8,320	\$ 14,625	\$ 19,695	\$ 81,900	\$ -	\$ -
\$ 1,164,609	\$ 81,110	\$ 228,046	\$ 276,965	\$ 563,312	\$ 15,176	\$ -
\$ 89,093	\$ 6,205	\$ 17,446	\$ 21,188	\$ 43,093	\$ 1,161	\$ -
\$ 208,601	\$ 15,090	\$ 48,278	\$ 56,171	\$ 86,018	\$ 3,044	\$ -
\$ 49,404	\$ 3,574	\$ 11,434	\$ 13,303	\$ 20,372	\$ 721	\$ -
\$ 5,924	\$ 424	\$ 1,266	\$ 1,493	\$ 2,668	\$ 73	\$ -
\$ 13,627	\$ 978	\$ 2,987	\$ 3,507	\$ 5,976	\$ 179	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 366,648	\$ 26,270	\$ 81,411	\$ 95,662	\$ 158,127	\$ 5,178	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 712,500	\$ -	\$ 205,000	\$ 225,000	\$ 185,000	\$ 97,500	\$ -
\$ 46,000	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -
\$ 106,600	\$ -	\$ 3,200	\$ 3,400	\$ 100,000	\$ -	\$ -
\$ 304,400	\$ -	\$ 6,900	\$ 7,500	\$ 290,000	\$ -	\$ -
\$ 22,000	\$ -	\$ 3,500	\$ 3,500	\$ 15,000	\$ -	\$ -
\$ 100,000	\$ -	\$ 5,000	\$ 5,000	\$ 90,000	\$ -	\$ -
\$ 178,000	\$ -	\$ 11,000	\$ 12,000	\$ 155,000	\$ -	\$ -
\$ 25,000	\$ -	\$ 2,500	\$ 2,500	\$ 20,000	\$ -	\$ -
\$ 1,494,500	\$ -	\$ 237,100	\$ 304,900	\$ 855,000	\$ 97,500	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 3,025,757	\$ 107,380	\$ 546,557	\$ 677,527	\$ 1,576,439	\$ 117,854	\$ -
\$ (107,380)	\$ -	\$ (20,110)	\$ (24,929)	\$ (57,894)	\$ (4,447)	\$ -
\$ 3,025,757	\$ -	\$ 566,667	\$ 702,456	\$ 1,634,333	\$ 122,301	\$ -

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

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

Grand Total	Service Congregate Nutrition 180	Service Home Delivered Meals 020	Service Senior Center Operation 170	Service Transportation (General) 250	Service 0 #N/A
\$ 3,025,757	\$ 566,667	\$ 702,456	\$ 1,634,333	\$ 122,301	\$ -
\$ 69,000	\$ 69,000	\$ 75,000	\$ -	\$ 8,500	\$ -
\$ 8,2126	\$ 8,2126	\$ 9,3661	\$ -	\$ 14,3884	\$ -
\$ 3,025,757	\$ 566,667	\$ 702,456	\$ 1,634,333	\$ 122,301	\$ -
\$ 115,200	\$ 55,200	\$ 60,000	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,910,557	\$ 511,467	\$ 642,456	\$ 1,634,333	\$ 122,301	\$ -
\$ 69,000	\$ 69,000	\$ 75,000	\$ -	\$ 8,500	\$ -
\$ 7,4126	\$ 7,4126	\$ 8,5661	\$ -	\$ 14,3884	\$ -
\$ 31,478	\$ 31,478	\$ 36,319	\$ -	\$ 6,178	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 37,522	\$ 37,522	\$ 38,681	\$ -	\$ 2,322	\$ -
\$ 69,000	\$ 69,000	\$ 75,000	\$ -	\$ 8,500	\$ -

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

Authorized Signature
President/CEO
Title

6/2/2021
Date

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

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

**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

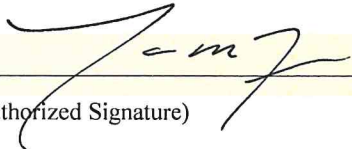
**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

BRUNSWICK SENIOR RESOURCES, INC agrees to provide services through the Home and Community Care Block Grant, as specified on the 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)

6/03/21

(Date)

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

DAAS-732A

Provider: BAYADA Home Health Care, Inc.
County: BRUNSWICK
Budget Period: July 2021 through June 2022

		Service	Service	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
I. Projected Revenues	Grand Total							
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 210,000	\$ 41,990	\$ 126,000	\$ 42,010	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash								
1)	\$ -							
2)	\$ -							
3)	\$ -							
Total Required Minimum Match - Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind								
1) Administrative Match In-Kind	\$ 23,334	\$ 4,666	\$ 14,000	\$ 4,668				
2)	\$ -							
3)	\$ -							
Total Required Minimum Match - In-Kind	\$ 23,334	\$ 4,666	\$ 14,000	\$ 4,668	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 23,334	\$ 4,666	\$ 14,000	\$ 4,668	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -
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,E,F,G,H, & I)	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

		Service	Service	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
II. Line Item Expenses	Grand Total							
Staff Salary From Labor Distribution Schedule								
1) Full-time Staff (do not include Title V workers)	\$ 151,200	\$ 30,240	\$ 90,720	\$ 30,240	\$ -	\$ -	\$ -	\$ -
2) Part-time Staff (do not include Title V workers)	\$ 15,200	\$ 3,040	\$ 9,072	\$ 3,040	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ 166,400	\$ 33,280	\$ 99,792	\$ 33,280	\$ -	\$ -	\$ -	\$ -
Fringe Benefits								
1) FICA @ 7.65 %	\$ 11,873	\$ 2,374	\$ 7,122	\$ 2,374	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ 21,000	\$ 4,200	\$ 12,600	\$ 4,200	\$ -	\$ -	\$ -	\$ -
3) Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4) Unemployment Insurance	\$ 1,118	\$ 223	\$ 653	\$ 218	\$ -	\$ -	\$ -	\$ -
5) Worker's Compensation	\$ 10,864	\$ 2,172	\$ 6,350	\$ 2,117	\$ -	\$ -	\$ -	\$ -
6) Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Subtotal, Fringe Benefits	\$ 44,855	\$ 8,946	\$ 26,543	\$ 8,848	\$ -	\$ -	\$ -	\$ -
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	\$ 2,130	\$ 426	\$ 1,278	\$ 426	\$ -	\$ -	\$ -	\$ -
3) Other Travel Cost	\$ -							
E. Subtotal, Travel	\$ 2,130	\$ 426	\$ 1,278	\$ 426	\$ -	\$ -	\$ -	\$ -
General Operating Expenses								
1) Rent	\$ 12,861	\$ 2,472	\$ 7,416	\$ 2,473	\$ -	\$ -	\$ -	\$ -

2) Utilities	\$ 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	\$ 1,200					
6) Training	\$ 5,000	\$ 1,000	\$ 3,000	\$ 1,000					
7) Postage	\$ 503	\$ 100	\$ 303	\$ 100					
8)	\$ -								
F. Subtotal, General Operating Expenses	\$ 35,764	\$ -	\$ 7,141	\$ 21,459	\$ 7,164	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -								
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 237,949	\$ 4,615	\$ 46,655	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ (0)	\$ (1)	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -
J. Total Proj. Expenses After Admin. Distribution	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -	\$ -

III. Computation of Rates									
A. Computation of Unit Cost Rate:									
1. Total Revenues (equals line I.J)	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -	\$ -
2. Total Projected Units	2,600	7,535	2,512						
3. Total Unit Cost Rate	\$ 17,9446	\$ 18,5800	\$ 18,5820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Computation of Reimbursement Rate:									
1. Total Revenues (equals line I.J)	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -	\$ -
2. Less: NSIP (equals line I.D)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title V (equals line I.E less II.D)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non Match In-Kind (equals line I.H less II.C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Revenues Subject to Unit Reimbursement	\$ 233,334	\$ 46,656	\$ 140,000	\$ 46,678	\$ -	\$ -	\$ -	\$ -	\$ -
4. Total Projected Units (equals line III.A.2)		2,600	7,535	2,512					
5. Total Reimbursement Rate		\$ 17,9446	\$ 18,5800	\$ 18,5820	\$ -	\$ -	\$ -	\$ -	\$ -
C. Units Reimbursed Through HCCBG		2,600	7,535	2,512					
D. Units Reimbursed Through Program Income*		-	-	-	-	-	-	-	-
E. Units Reimbursed Through Remaining Revenues		-	-	-	-	-	-	-	-
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 information could limit funding, and also result in return of funds if the error or omission results in a higher than actual reported cost.


Authorized Signature

Director of Strategic Growth
Title

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	Line I.C+I.D Col. E
Projected HCCBG Reimbursed Units	Line III.C Col. F
Total Reimbursement Rate	Line III.B.5 Col. G
Projected Total Service Units	Line III.F Col. I

AGENCY NAME: BAYADA Home Health Care, Inc.
State Fiscal Year: 5FY 2021-2022

Fiscal Period: July 2021 through June 2022

[illegible]

**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.

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 and 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 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.

Bobby Shoemaker, 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 Shoemaker

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.