

July 1, 2022 through June 30, 2023

**Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this _____ day of _____, 2022, by and between the County of Brunswick (hereinafter referred to as the "County") and the Cape Fear Council of Governments, Lead Regional Organization for the Area Agency on Aging (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:

<u>Brunswick Senior Resources, Inc.</u>	<u>Bayada Home Health Care, Inc.</u>
<u>Woodard's Adult Day Health Care</u>	<u>Brunswick Transit System, Inc.</u>
_____	_____
_____	_____
_____	_____

The Community Service Provider(s), shall be those specified in Attachment A on the County Funding Plan Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.

2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.
3. Grant Administration.
The grant administrator for the Area Agency shall be: Holly Pilson, Area Agency on Aging Director, Cape Fear Council of Governments. The grant administrator for the County shall be: Yvette Gosline, Chief Operating Officer.

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) in Attachment A, are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed \$1,250,876.00, the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732) in Attachment A.
 - a. Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.
 - b. Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.
 - c. Role of the County Finance Director/Lead Agency

The County Finance Director and/or lead agency for aging services shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

d. Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers.

If through the U.S. Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Sec. 308 of the AAA Policies and Procedures Manual. Counties and community service providers will receive

a written report of monitoring findings in accordance with procedures established in Section 308.4. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

Consumer Contributions: Grantees must allow for “consumer contributions” (caregiver must be given opportunity to contribute to defray the cost of the service but may not be denied service should he/she fail to or choose not to contribute). The NC Division of Aging and Adult Services Home and Community Care Block Grant Service Standards for Consumer Contributions will be followed, and a signed/dated provider assurance form must be present in each client file. Please review the Consumer Contributions Policy and Procedures at:

<http://www.ncdhhs.gov/document/consumer-contributions-policy-and-procedures>

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
693 Palmer Drive
2101 Mail Service Center
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable.

Federal funds may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements in accordance with Administrative Code 09 NCAC 03M can be found at <https://www.osbm.nc.gov/stewardship-services/grants/grant-recipients>

The following chart provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
<ul style="list-style-type: none"> Less than \$25,000 in state or federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (Item #11, Activities and Accomplishments) does not have to be completed) OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book).	N.A.
<ul style="list-style-type: none"> Greater than \$25,000 and less than \$500,000 in state funds or \$750,000 in federal funds. 	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N.A.
<ul style="list-style-type: none"> \$500,000+ in state funds but federal pass through in an amount less than \$750,000. 	Audited Financial Statement in compliance with GAO/GAS (i.e., Yellow Book)	May use state funds, but <u>not</u> federal funds.
<ul style="list-style-type: none"> \$500,000+ in state funds <u>and</u> \$750,000+ 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use state and federal funds.

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
in federal pass through funds.		
<ul style="list-style-type: none"> Less than \$500,000 in state funds <u>and</u> \$750,000+ in federal pass through funds 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use federal funds, but <u>not</u> state funds.

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9).

The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the

property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule (<https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention>). In addition, the NC Department of Natural and Cultural Resources has developed a General Records Schedule for Local Government Agencies as well as individual retention and disposition schedules for local government agencies like county social service agencies and

local health departments. Those schedules are posted at <https://archives.ncdcr.gov/government/local>.

Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. By funding source and state fiscal year, the NC DHHS record retention schedule lists the earliest date that grant records in any format may be destroyed. The State Archives provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <https://archives.ncdcr.gov/government/records-management-tools/faq#how-can-i-destroy-records>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

23. Additional provisions.

- a. County and any subrecipients are required to follow policies and procedures for procurement that are at least as stringent as those of the State. For federal funds this requirement pertains to verifying that federal funds are not used to award funds to any subrecipients who have been suspended or debarred by the federal government. In addition, federal funds may not be used to purchase goods or services costing over \$100,000 for a vendor that has been suspended or disbarred from Federal grant programs. Contractors and subcontractors of Older Americans Act funds are prohibited from discharging, demoting, or otherwise discriminating against an employee for whistle blowing as codified in 48 CFR Ch. 13.908.
- b. Any capital purchases of \$5,000 or more must be pre-approved by the Area Agency and the Division of Aging and Adult Services.
- c. If any copyrightable material is developed in the course of or under this agreement and any subaward, a copy will be furnished to the Department of Health and Human Services and the Department shall have a royalty free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use the work for Department purposes.
- d. In accepting this award, the County agrees not to replace local program support with Total Federal/State Reimbursement and will contract for any aging services as

identified through the county funding plan in accordance with policies and procedures established in the Division of Aging and Adult Services Manual of Policies and Procedures. <https://policies.ncdhhs.gov/divisional/aging-and-adult>

- e. County and any subrecipients shall comply with the Federal Funding Accountability and Transparency Act (FFATA) by enrolling as a subrecipient in System for Award Management (SAM) Registration on an annual basis and providing required award information in the FFATA Subaward Reporting System per 2 CFR part 170.
 - f. In accepting this award, County and any subrecipients agree to maintain compliance with Section 306(a), (13), (14), and (15), of the Older Americans Act, as amended in 2006 with regards to contractual and commercial relationships.
 - g. By signatures on Attachment B, Federal Certifications, the County certifies its compliance and compliance of any subrecipients with federal requirements regarding nondiscrimination; drug-free workplace; environmental tobacco smoke; debarment, suspension, ineligibility, and voluntary exclusion lower tier covered transactions; and lobbying.
 - h. E-Verify Compliance. Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors, if applicable. requires an affidavit attesting to Contractor's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.
24. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

Subrecipient name:	Brunswick County Senior Resources, Inc.		
Subrecipient's unique entity identifier:	SAM UEI: GZDENVNHAHMK7		
	TITLE III-B	TITLES III-C1	TITLE III-C2
Federal Award Identification Number (FAIN):	AANCT3SS	AANCT3CM	AANCT3HD
Federal Award Date:	07-01-2022		
Subaward and Budget Period of Performance Start Date:	07-01-2022		
Subaward and Budget Period of Performance End Date:	06-30-2022		
	TITLE III-B	TITLES III-C1	TITLE III-C2
Amount of Federal Funds Obligated to the subrecipient by this action:	\$ 730,876	\$ 220,000	\$ 300,000
Total Amount of Federal Funds Obligated to the subrecipient by CFCOG:	\$ 1,250,876		

Total Amount of the Federal Award Committed to the subrecipient by CFCOG:	\$1,250,876		
	TITLE III-B	TITLES III-C1	TITLE III-C2
Federal award project description :	Supportive Services	Congregate Meals	Home-Delivered Meals
Federal awarding agency:	Administration for Community Living		
Federal recipient:	North Carolina Department of Health and Human Services Division of Aging and Adult Services		
Subawarding agency:	Cape Fear Council of Governments		
Subawarding agency contact information:	Holly Pilson, Area Agency on Aging Director 910-274-0339		
	TITLE III-B	TITLES III-C1	TITLE III-C2
Assistance listings number and title:	93.044	93.045	93.045
Research and development:	No		

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Brunswick County:

Attest:

By: _____

Chairman, Board of Commissioners

Area Agency

Attest:

Area Agency on Aging Director

By: _____

Executive Director

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____

Finance Director, Cape Fear Council of Governments

**County Designation of Lead Agency for Aging Services
for the Home and Community Care Block Grant**

WHEREAS, the North Carolina Division of Aging and Adult Services requires the County Board of Commissioners to designate an agency or office within the county to serve as County Lead Agency for Aging Services with responsibility for (1) coordinating the development of the County Funding Plan, (2) assuring community input through a Block Grant Advisory Committee, and (3) assuring the plan meets state and federal requirements; and

WHEREAS, Brunswick Senior Resources, Inc (BSRI) currently serves in the role of Lead Agency for Aging Services and is willing to continue to carry out those responsibilities in the county.

NOW THEREFORE, the Board of Commissioners of Brunswick County hereby formally designates Brunswick Senior Resources, Inc (BSRI) as its Lead Agency for Aging Services for fiscal years 2023 and 2024 and directs BSRI to:

1. Complete the work and responsibilities of planning and coordinating the development of the County Funding Plan for provision of services for older adults and caregivers in the county.
2. Direct the work of the Home and Community Care Block Grant (HCCBG) Planning Committee in order to guarantee community input in the services proposed in the County Funding Plan.
3. Direct all Service Providers who are proposed to receive HCCBG funds to complete the HCCBG Provider Packet.
4. Collect and review all HCCBG Provider Packets from Service Providers for accuracy and completeness, including the required 10% match.
5. Prepare County Funding Plan(s) (DOA forms 731/732) in compliance with budgetary instructions provided by the NC Division of Aging and Adult Services and submit to the Area Agency on Aging for review and approval and to the County Manager (or designee) for approval by the Board of County Commissioners.
6. Enter a contract with the Area Agency on Aging as the County Lead Agency to provide HCCBG services on behalf of the County according to the approved County Funding Plan(s).

Adopted this _____ day of _____, 20____.

Randy Thompson, Chair
Board of Commissioners

ATTEST:

Daralyn Spivey, Clerk to the Board

Home and Community Care Block Grant for Older Adults															DAAS-731 (Rev. 2/16)																																																																																																																																																																																																		
County Funding Plan															County Brunswick																																																																																																																																																																																																		
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Access															In-Home															Other															Total																																																																																																																																																																				
Congregate Nutrition																														220,000																														24,444															244,444															46,800															291,244															26,574															9,1986															220															58,500																																												
Home Delivered Meals															300,000																																													33,333															333,333															61,200															394,533															35,635															9,354															150															76,500																																												
Senior Center Operations																														480,876																														53,431															534,307																														534,307																																																																																																								
In-Home Aide-Level I - Home Management															2,000																																													222															2,222																														2,222															84															26,4524															2															84																																												
In-Home Aide-Level II - Personal Care															146,000																																													16,222															162,222															162,222															6,122															26,4982															15															6122																																																											
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Transportation (General)															80,000																																													8,889															88,889																														88,889															5,608															15,8504															38															5608																																												
Consumer Directed-Personal Assistant															7299																																													811															8110																														8110																																																																																																								
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Total															80,000															467,299															703,577															1,250,876															138,986															1,389,861															108,000															1,497,861															74,235																														436															150,940																													

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) FICA @	7.65 %
3) FICA @	7.65 %
4) FICA @	7.65 %
5) FICA @	7.65 %
6) FICA @	7.65 %
7) FICA @	7.65 %
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2) Health Insurance

3) Retirement

4) Unemployment Insurance

5) Worker's Compensation

6) Other
9 Subtotal Earnings Before

B. Subtotal, Fringe Benefits

1)

42

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C, Subtotal, Local In-Kind Res

D. OAA Title V Worker Wages

Travel

1) Per Diem

2) Mileage Reimbursement

3) Other Travel Cost

E. Subtotal, Travel

General Operating Expenses

1) Non-Staff Program

2) Meal Delivery Cost:

3) Repairs & Maintenance

4) Facility Rental, Re-

5) Staff Training

6) Outreach, Advertising

7) Utilities
8) Property & General

F. Subtotal. General Operating

G. Subtotal, Other Administrative

Lines 11.A through E

H. Total Proj. Expenses Prior

1. Distribution of Administration

J. Total Proj. Expenses After

[illegible]

Grand		Service		Service		Service		Service		Service		Service		Service		Service		Service	
Total		180		020		170		501		500		503							
		Congregate Nutrition		Home Delivered Meals		Senior Center Operation		nsuner Directed-Personal Assist'nsuner Directed-Care Adv'nsuner Directed-Financial Managem											
\$ 3,211,113		\$ 612,799		\$ 818,825		\$ 1,768,378		\$ 8,110		\$ 1,111		\$ 1,890							
		\$ 58,500		\$ 76,500															
		\$ 10,4752		\$ 10,7036						\$ 41,1481									
\$ 3,211,113		\$ 612,799		\$ 818,825		\$ 1,768,378		\$ 8,110		\$ 1,111		\$ 1,890							
\$ 108,000		\$ 46,800		\$ 61,200															
\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -							
\$ 3,103,113		\$ 565,999		\$ 757,625		\$ 1,768,378		\$ 8,110		\$ 1,111		\$ 1,890							
		\$ 58,500		\$ 76,500															
		\$ 9,6752		\$ 9,9036						\$ 41,1481									
		\$ 25,265		\$ 33,658															
		\$ -		\$ -															
		\$ 33,235		\$ 42,842															
		\$ 58,500		\$ 76,500															

* 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

8/11/2022
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	Line I C+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

Fiscal Period:	July 2022	through	June 2023
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SFY 2022-2023

State Fiscal Year:[illegible]

SUBTOTAL FT:	\$ 1,030,810	\$ 78,704	\$ 195,289	\$ 260,333	\$ 496,484	\$ -	\$ -	\$ -	\$ -
SUBTOTAL PT:	\$ 77,516	\$ -	\$ 5,152	\$ 7,048	\$ 64,413	\$ -	\$ -	\$ 903	\$ -
TOTAL	\$ 1,108,326	\$ 78,704	\$ 200,441	\$ 267,381	\$ 560,897	\$ -	\$ -	\$ 903	\$ -
PERCENT FT:	93.01%	100.00%	97.43%	97.36%	88.52%	#DIV/0!	#DIV/0!	0.00%	#DIV/0!
PERCENT PT:	6.99%	0.00%	2.57%	2.64%	11.48%	#DIV/0!	#DIV/0!	100.00%	#DIV/0!

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

July 2022 through June 2023

Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider: Brunswick Senior Resources, Inc.

County: BRUNSWICK

While all older adults age 60 and over are eligible for services, sec. 305(a)(2)(E) of the Older Americans Act requires programs to target services to older individuals with the greatest economic and social need, (with particular attention to low-income older adults, including low-income minority older adults, older adults with limited English proficiency, and older adults residing in rural areas). The community service provider shall specify how these service needs will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

See attached.

Home and Community Care Block Grant for Older Adults Outreach Methodology

Brunswick Senior Resources, Inc. operates five Senior Centers of Excellence and two 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 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 Coastal 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 TikTok. 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. 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, female, 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 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 2022 through June 2023

**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 at <https://www.ncdhhs.gov/divisions/daas/monitoring>

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Outreach Methodology to Address Service Needs of Target Population (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any subcontracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.
10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act (DAAS-734 Standard Assurances Regarding In-Home Client Rights).

11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized "State Grant Certification of No Overdue Tax Debts."
 - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted at <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> by the NC Department of Health and Human Services Controller's Office, as well as the local government schedules posted by the NC Department of Natural and Cultural Resources at <https://archives.ncdcr.gov/government/local>

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.


(Authorized Signature)

8-5-2022
(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults**

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

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

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

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

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

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

Agency Name: Brunswick Senior Resources, Inc.

Name of Agency Administrator: James M. Fish

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.

Date:

Signature, Chairman, Board of Commissioners Date

Provider:	Brontwick Transit System, Inc.
County:	BRUNSWICK
Budget Period:	July 2022 through June 2023

[illegible]Division of Aging and Adult Services
Service Cost Computation Worksheet[illegible]

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

July 2022 through June 2023

Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider: Brunswick Transit System, Inc.

County: BRUNSWICK

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