



Cape Fear Area Agency on Aging FY 2018 FUNDING APPLICATION PACKAGE

TITLE IIID EVIDENCE BASED HEALTH PROMOTION



Geri-Fit at Pender Adult Services

NC Division of Aging and Adult Services
Health Promotion Disease Prevention (IIID)
Service Standards are located on the website:

https://files.nc.gov/ncdhhs/documents/files/health_services_standards.pdf

**FUNDING NARRATIVE
EVIDENCE BASED HEALTH PROMOTION (EBHP)**

Statement of Philosophy and Purpose

Title IIID of the Older Americans Act (OAA) was established in 1987. It provides grants for education and activities that support healthy lifestyles and behaviors for those 60 and older. In 2012, Congress mandated that Title IIID funding be used **only** for programs and activities that have been demonstrated to be evidence-based. Evidence-based Health Programs are those which have been developed, researched, and rigorously tested in order to yield consistent, desired results. They reduce the need for costly medical interventions and enable older adults to live independently longer.

Funding support is provided to states under Health Promotion and Disease Prevention Services (Title IIID), to empower older adults to take control of their health. Through these programs, seniors learn to maintain a healthy lifestyle through increased self-efficiency and self-management behaviors. Classes are provided to older adults in their own communities, in familiar non-clinical settings, such as community centers, and in peer learning groups which provide support, socialization and reinforcement of positive behavior changes.

In keeping with the directive to promote and implement Evidence Based Health Promotion (EBHP) Programs in the North Carolina aging network, the following funding will be distributed per the intrastate funding formula to Lead-agencies within Region O.

Title IIID standards beginning in SFY 2016/2017 changed to meet the federal requirements that only evidence-based programs meeting the highest tier criteria shall be offered and supported with Title IIID funds.

FY 17/18 Evidence Based Health Promotion Allocation			
County	Health Promotion Funds	Required County Match	Grand Total
Brunswick	9,836	1,093	10,929
Columbus	4,938	549	5,487
New Hanover	10,273	1,141	11,414
Pender	4,054	450	4,504

Application Requirements

1. Complete EBHP Proposal Spreadsheet found on page 5.
2. Consumer Contributions Requirement
 - a) Describe how your agency will notify participants and solicit consumer contributions for participants of EBHP.
 - b) Provide a copy of your Agency Policy and Procedures governing the collection of voluntary contributions.

The NC DAAS Health Promotion and Disease Prevention Program Standards, (Section VII. B. Records, Reports and Reimbursement, page 8) states:

"Voluntary Contributions: In accordance with the requirements of the Older Americans Act, agencies must provide individuals receiving service the opportunity to contribute to the cost of the service. Eligible persons receiving Health Promotion and Disease Prevention services are subject to these requirements. Agencies must establish written policies and procedures governing the collection of voluntary contributions."

- Agencies providing EBHP services with Title IIID funding cannot charge participants 60 and older for classes or services.

3. Sign the Standard Assurances – Attachment A
4. Sign the Conflict of Interest Policy (for non-profits only) – Attachment B
5. Reporting – Providers shall submit to the AAA each quarter the number of persons served for each program or activity offered with Title IIID funds. Additionally, Falls Prevention Programs data (such as A Matter of Balance), Living Health Programs data, and Tia Chi for Arthritis data must be reported to the N.C. Center for Health and Wellness at UNC Asheville <https://ncchw.unca.edu/> Program data may be submitted to the AAA to be forwarded to UNC Asheville.

Use of grant funds

Title IIID funds cannot be used for:

- Indirect costs or administrative salaries
- Any program other than highest-tier criteria

Title IIID funds can be used to

- Support staff salary when they conduct training or attend meetings where they are sharing information about Evidence Based Programs
- Any highest-tier program

BANK BAGS effective beginning May 12

- 1 Batches of plastic security bank bags are delivered to all centers and sites. Ball point pens write best on these bags. Please keep the security bags in your locked file cabinets or safe if you have one.
- 2 Centers/Sites will use one bag for each day of operation. Each date of operation, money count is done as usual. The bank bag is filled out and signed by both counters and witness, sealed and put in a locked location. If no money is collected that day, circle the day letter, and write "\$0" just below the day and Centers Directors/Site Supervisors initial above. The bag may then be used for the next day of operation. A log of bag numbers, and counts is kept in the Center/Site's file cabinet or safe.
- 3 The tear off "Bag receipts portion" is retained by Center/Site staff who sends them in on the last day of the month by interoffice mail to Judy Benson.
- 4 At random, an *authorized person "auditor" goes to each location and picks up bags. Log is checked against bags and initialed by auditor.
- 5 Auditor brings bags back to BSRI main office where it is counted by Auditor and witness. Discrepancies are resolved. Separate deposits are made for each location.

*Authorized persons

James "Jim" Fish

Yvette Gosline

Jennifer Prince-Sherman

Marilou Smith

Teresa Muchler-Nogi

Judy Benson

Anita Langin

Melody Stephens (Shallotte)

Other persons (that may be "sent" by anyone of the above who has given prior notice to you directly.)

Reimbursement Methodology

Agency will submit expense records, including invoices, purchase orders, employee/instructor time records, stipend, travel, etc to the AAA.

- Receipts will show allowable expenditures and request for reimbursement for non-unit services.
- Service Code 401 must be used to report Title IIID activities in the DAAS Aging Resource Management System (ARMS).

Helpful References

Administration for Community Living – EBHP background information, frequently asked questions and more:

<https://www.acl.gov/programs/health-wellness/disease-prevention>

Federally-approved list of highest tier programs:

<https://www.ncoa.org/resources/ebpchart/>

EBHP Proposal Spreadsheet

Name of Program, Event or Activity You Plan to Attend/Conduct	Projected Number of Activities/Classes/ Seniors Served	Instructor/ Credentialed Practitioner, if known	Method for Recruiting Participants	Method for Tracking Attendance	Purpose of Funds	Budget for Activity	Line Items
Ex: A Matter of Balance	Ex: One class per wk. X 8 weeks. 15-20 Seniors/session	Stan Upright	Flyer, ad in news- letter,	Sign-in Sheet	Ex: instructor fees	\$200	Instructor fee, Printing
Geri-fit	Two classes per week x 8 weeks, on-going though-out the year.	Rita Sanders (SP) Angela Ruel (Sht) Juanita Malvet (Lel) Juanita Malvet (Sup)	Flyer, ad in newsletter	Sign-in sheet, Servtracker	Instructor fees, License Renewal, Equipment	10,929	Instructor fees, License Renewal, Equipment

Attachment A

July 1, 2017 through June 30, 2018

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
(Name of Provider)

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)

11-1-17
(Date)

Attachment B
For Non-Profits ONLY

CONFLICT OF INTEREST POLICY

In accordance with G.S. 143-6.1 and related legislation, we, the undersigned entity, have adopted the following policy regarding conflicts of interest:

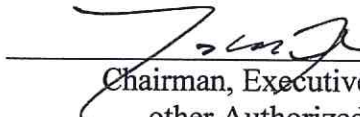
The undersigned entity is aware that in the process of fund allocation by its management, employees, members of the board of directors or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may benefit, directly or indirectly, from the entity's disbursement of funds shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The undersigned entity recognizes the possibility that it may be the recipient of funds which are allocated consistent with the purpose and goals of its programs. If such allocations are made, the undersigned entity will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner inconsistent with its programs.

BRUNSWICK SENIOR RESOURCES, INC.

Name of Agency



Chairman, Executive Director, or
other Authorized Official

Sworn to and subscribed before me,

This the 11th day of November, 2017.



Notary Public

My Commission expires: 02/18/2021

