

Home and Community Care Block Grant for Older Adults

County Funding Plan

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

County: Union July 1, 2025 through June 30, 2026

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families

Centralina AAA

(Name of Agency/Office with lead responsibility)

Linda H. Miller

7/2/25

Authorized Signature

Date

Linda Miller, Director

(Type name and title of signatory agent)

County	Union
July 1, 2025 through June 30, 2026	

July 1, 2025 through June 30, 2026

County Services Summary

	A				B	C	D	E	F	G	H	I
Services	Block Grant Funding				Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other	Total								
DSS-Transportation (General)	\$ 93,472	\$ -	\$ -	\$ 93,472	\$ 10,386	\$ 103,858	\$ -	\$ 103,858	3,450	\$ 30.1049	35	3,452
DSS-Transportation (Medical)	\$ 83,558	\$ -	\$ -	\$ 83,558	\$ 9,284	\$ 92,842	\$ -	\$ 92,842	2,973	\$ 31.2300	74	2,974
DSS-Congregate Nutrition	\$ -	\$ -	\$ 44,641	\$ 44,641	\$ 4,960	\$ 49,601	\$ 3,274	\$ 52,875	3,973	\$ 12.4850	110	4,093
DSS-Home Delivered Meals	\$ -	\$ 155,901	\$ -	\$ 155,901	\$ 17,322	\$ 173,223	\$ 18,400	\$ 191,623	22,544	\$ 7.6836	430	23,000
DSS-In-Home Aide-Level III - PC	\$ -	\$ 12,908	\$ -	\$ 12,908	\$ 1,434	\$ 14,342	\$ -	\$ 14,342	403	\$ 35.6222	9	450
DSS-In-Home Aide-Level II - PC	\$ -	\$ 116,171	\$ -	\$ 116,171	\$ 12,908	\$ 129,079	\$ -	\$ 129,079	4,563	\$ 28.2884	50	5,100
DSS-Adult Day Care	\$ -	\$ 136,163	\$ -	\$ 136,163	\$ 15,129	\$ 151,292	\$ -	\$ 151,292	3,040	\$ 49.7671	40	3,040
COA-In-Home Aide-Level I - HM	\$ -	\$ 228,069	\$ -	\$ 228,069	\$ 25,341	\$ 253,410	\$ -	\$ 253,410	6,582	\$ 38.5000	97	14,900
COA-In-Home Aide-Level II - PC	\$ -	\$ 122,481	\$ -	\$ 122,481	\$ 13,609	\$ 136,090	\$ -	\$ 136,090	3,535	\$ 38.5000	40	8,040
COA-In-Home Aide-Level I - Rspt	\$ -	\$ 21,117	\$ -	\$ 21,117	\$ 2,346	\$ 23,463	\$ -	\$ 23,463	609	\$ 38.5000	6	1,470
COA-In-Home Aide-Level II - Rspt	\$ -	\$ 50,682	\$ -	\$ 50,682	\$ 5,631	\$ 56,313	\$ -	\$ 56,313	1,463	\$ 38.5000	15	3,400
COA-VDP	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 4,444	\$ 44,444	\$ -	\$ 44,444	-	\$ -		-
COA-Respite, Group	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 2,778	\$ 27,778	\$ -	\$ 27,778	505	\$ 55.0000	25	863
BSC-Senior Center Operation	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 2,000	\$ 20,000	\$ -	\$ 20,000	-	\$ -	300	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
Total	\$ 177,030	\$ 868,492	\$ 102,641	\$ 1,148,163	\$ 127,572	\$ 1,275,735	\$ 21,674	\$ 1,297,409	53,640		1231	70,782

Date

Home and Community Care Block Grant for Older Adults

Union County Human Services Agency
2330 Concord Avenue
Monroe, NC 28110

County Funding Plan

Provider Services Summary

DAAS-732

County:

UNION

Budget Period:

July 2025 through June 2026

Revision #:

Date:

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Transportation (General)	X		\$ 93,472	\$ -	\$ -	\$ 93,472	\$ 10,386	\$ 103,858	\$ -	\$ 103,858	3,450	\$ 30.1049	35	3,452
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Congregate Nutrition		X	\$ -	\$ -	\$ 44,641	\$ 44,641	\$ 4,960	\$ 49,601	\$ 3,274	\$ 52,875	3,973	\$ 12.4850	110	4,093
Home Delivered Meals		X	\$ -	\$ 155,901	\$ -	\$ 155,901	\$ 17,322	\$ 173,223	\$ 18,400	\$ 191,623	22,544	\$ 7.6836	430	23,000
In-Home Aide-Level III - Personal Care		X	\$ -	\$ 12,908	\$ -	\$ 12,908	\$ 1,434	\$ 14,342	\$ -	\$ 14,342	403	\$ 35.6222	9	450
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Adult Day Care		X	\$ -	\$ 136,163	\$ -	\$ 136,163	\$ 15,129	\$ 151,292	\$ -	\$ 151,292	3,040	\$ 49.7671	40	3,040
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ 177,030	\$ 421,143	\$ 44,641	\$ 642,814	\$ 71,423	\$ 714,237	\$ 21,674	\$ 735,911	40,946		748	42,109

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

Janet E. Payne
Authorized Signature, Title
Community Service Provider

7/7/25

Date

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners

Date

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

July 2025 through June 2026

Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider: Union County Human Services Agency

County: UNION

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.

DSS GOAL: The Union County Division of Social Services seeks to identify all persons age 60 and over in Union County who may benefit from assistance and access to available services that allows them to remain independent, enjoy a good quality of life and be safe in their residence as long as possible. The low income, minority and rural elderly who are most vulnerable and are often in the most need of services are targeted by our agency for programs such as In-Home Services and Adult Day Care. The Union County Division of Social Services assesses the needs of seniors through community outreach, adult protective services evaluations, and referrals from medical providers, community members, family members and often the adults themselves. The Union County Division of Social Services also defines and assesses the needs of seniors by representation on the HCCBG providers committee. The Division of Social Services cooperates with other internal County Human Service Agency divisions, outside agencies such as Union County Council on Aging, and some private providers to ensure we are reaching low income and minority older adults as effectively as possible. The agency also holds a bi-monthly Multidisciplinary Team meeting and invites other agencies to participate in this as well.

The Division of Social Services Intake Social Workers are thoroughly familiar with programs available to serve older adults, especially those who are minority or low income. The Intake Social Workers take referrals for In-Home Services as well as Adult Day Care programs. They also make referrals to other agencies, when necessary, and provide information on various resources available in the community.

TRANSPORTATION GOAL: To continue to increase awareness of and access to the programs and services available for minority, low income, and/or adults 60 years or older to assist them in maintaining their quality

July 2025 through June 2026

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

Union County Human Services Agency 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)

7/7/25

(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: Union County Human Services Agency

Name of Agency Administrator: Janet E. Payne

Signature: *Janet E. Payne* 7/7/25

(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.

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
Transportation (General)	OK	-
Transportation (Medical)	OK	-
Congregate Nutrition	OK	-
Home Delivered Meals	OK	-
In-Home Aide-Level III - Personal Care	OK	-
In-Home Aide-Level II - Personal Care	OK	-
Adult Day Care	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se 0 \$ -

Home and Community Care Block Grant for Older Adults

Council on Aging in Union County

1401 Skyway Drive

Monroe, NC 28110

County Funding Plan

Provider Services Summary

DAAS-732

County:

UNION

Budget Period:

July 2025

through

June 2026

Revision #:

0

Date:

5/27/2025

Services	Serv. Delivery (Check One)		A Block Grant Funding				B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate	H Projected HCCBG Clients	I Projected Total Units
	Direct	Purchase	Access	In-Home	Other	Total								
In-Home Aide-Level I - Home Management	X		\$ -	\$ 228,069	\$ -	\$ 228,069	\$ 25,341	\$ 253,410	\$ -	\$ 253,410	6,582	\$ 38.5000	97	14,900
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Volunteer Program Development	X		\$ -	\$ -	\$ -	\$ 40,000	\$ 4,444	\$ 44,444	\$ -	\$ 44,444	-	\$ -		-
Respite, Group	X		\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 2,778	\$ 27,778	\$ -	\$ 27,778	505	\$ 55.0000	25	863
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
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0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ 447,349	\$ -	\$ 487,349	\$ 54,149	\$ 541,498	\$ -	\$ 541,498	12,694		183	28,673

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

Andrew D. L.

Authorized Signature, Title
Community Service Provider

7-2-2025

Date

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners

Date

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

July 2025 through June 2026

Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider: Council on Aging in Union County

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GOAL: Continue to increase awareness of and access to the programs and services available for low income, minority, rural adults age 60 years or older to assist them to maintain their independence and quality of life.

OBJECTIVE: Market and promote availability of services for this demographic group to hospitals, physicians, pharamacists, healthcare providers and all residents of Union County. Identify and inform the target population group of the availability of services.

Strategies: Publicize services in our newsletter, agency website, newspapers, social media, local radio stations, at speaking engagements, in municipal newsletters and at senior events. Continue to establish collaborative relationships with minority organizations, such as churches, civic, social groups and businesses.

Conduct outreach events in areas where low income, minority, rural older adults reside. Network within the Union County Older Adult Interagency Council to keep information flowing. Distribute agency brochures throughout the community. Maintain updated information on our website and Facebook.

July 2025 through June 2026

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

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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)

7-2-25

(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).

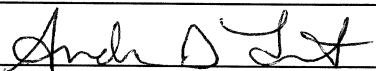
Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- 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: _____ Council on Aging in Union County _____

Name of Agency Administrator: _____ Andrew Friend _____

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.

Internal Consistency Checks

Review of Local Match Comparison Input Sheet vs. 732A Cash and In-Kind Totals

		Difference
In-Home Aide-Level I - Home Management	OK	-
In-Home Aide-Level II - Personal Care	OK	-
In-Home Aide-Level I – Respite	OK	-
In-Home Aide-Level II – Respite	OK	-
Volunteer Program Development	OK	-
Respite, Group	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se 0 \$ -

Bazemore Active Adult Center

500 W Jefferson St

Monroe, NC 28112

Home and Community Care Block Grant for Older Adults

County Funding Plan

Provider Services Summary

DAAS-732

County: UNION

Budget Period: July 2025 through June 2026

Revision #:

Date:

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Senior Center Operation	X		\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 2,000	\$ 20,000	\$ -	\$ 20,000	-	\$ -	300	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 2,000	\$ 20,000	\$ -	\$ 20,000	-		300	-

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

Aleshia Holland, Senior Center Supervisor

Authorized Signature, Title
Community Service Provider

5/16/2025

Date

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners

Date

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

July 2025 through June 2026

Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider: Bazemore Active Adult Center

County: UNION

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.

The Bazemore Active Adult Center will conduct outreach programs at multiple community centers in the area. These community centers are located in areas that are typically underserved. Staff will provide educational opportunities throughout the year that will include topics such as insurance/medication, community resources, classes on fall prevention and living healthy. Staff will also invite local vendors to be a part of these events. Staff will partner with local churches whose members are predominately Hispanic to bring educational programs and resources to this population.

July 2025 through June 2026

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

Bazemore Active Adult Center agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards at <https://www.ncdhhs.gov/divisions/daas/monitoring>

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

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

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Aleshia Holland, Senior Center Supervisor

(Authorized Signature)

5/16/25

(Date)

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Agency Name: Bazemore Active Adult Center

Name of Agency Administrator: Aleshia Holland

Signature: Aleshia Holland

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

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		Difference
Senior Center Operation	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-
0	OK	-

732A1 Labor Distribution Schedule Comparison of Assignable Salary To Overall Salary Entered

Total Assignable Salary and Cumulative Salary total for Se	0 \$	-
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