

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, 2026 through June 30, 2027

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

(Name of Agency/Office with lead responsibility)

Authorized Signature

Date

(Type name and title of signatory agent)

Home and Community Care Block Grant for Older Adults

County _____ Union

County Funding Plan

July 1, 2026 through June 30, 2027

County Services Summary

Services	A				B	C	D	E	F	G	H	I
	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								
DHS-Transportation (General)	\$ 114,280	\$ -	\$ -	\$ 114,280	\$ 12,698	\$ 126,978	\$ -	\$ 126,978	3,979	\$ 31.9148	35	4,200
DHS-Transportation (Medical)	\$ 61,537	\$ -	\$ -	\$ 61,537	\$ 6,837	\$ 68,374	\$ -	\$ 68,374	1,929	\$ 35.4438	74	2,974
DHS-Congregate Nutrition	\$ -	\$ -	\$ 43,576	\$ 43,576	\$ 4,842	\$ 48,418	\$ 9,600	\$ 58,018	4,037	\$ 11.9932	125	12,000
DHS-Home Delivered Meals	\$ -	\$ 155,192	\$ -	\$ 155,192	\$ 17,244	\$ 172,436	\$ 39,200	\$ 211,636	23,738	\$ 7.2640	400	49,000
DHS-In-Home Aide-Level III - PC	\$ -	\$ 15,610	\$ -	\$ 15,610	\$ 1,734	\$ 17,344	\$ -	\$ 17,344	457	\$ 37.9778	9	720
DHS-In-Home Aide-Level II - PC	\$ -	\$ 113,399	\$ -	\$ 113,399	\$ 12,600	\$ 125,999	\$ -	\$ 125,999	4,422	\$ 28.4918	50	4,780
DHS-Adult Day Care	\$ -	\$ 132,914	\$ -	\$ 132,914	\$ 14,768	\$ 147,682	\$ -	\$ 147,682	2,764	\$ 53.4276	40	3,700
COA-In-Home Aide-Level I - HM	\$ -	\$ 235,052	\$ -	\$ 235,052	\$ 26,117	\$ 261,169	\$ -	\$ 261,169	6,696	\$ 39.0023	97	14,773
COA-In-Home Aide-Level II - PC	\$ -	\$ 122,481	\$ -	\$ 122,481	\$ 13,609	\$ 136,090	\$ -	\$ 136,090	3,489	\$ 39.0034	40	7,957
COA-In-Home Aide-Level I - Rspt	\$ -	\$ 21,117	\$ -	\$ 21,117	\$ 2,346	\$ 23,463	\$ -	\$ 23,463	602	\$ 39.0021	6	1,423
COA-In-Home Aide-Level II - Rspt	\$ -	\$ 50,682	\$ -	\$ 50,682	\$ 5,631	\$ 56,313	\$ -	\$ 56,313	1,444	\$ 39.0012	15	3,329
COA-Volunteer Prgm Dev	\$ -	\$ 26,713	\$ -	\$ 26,713	\$ 2,968	\$ 29,681	\$ -	\$ 29,681	-	\$ -		0
COA-Respite, Group	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 2,778	\$ 27,778	\$ -	\$ 27,778	505	\$ 55.0358	5	921
BAAC-Senior Center Operation	\$ -	\$ -	\$ 39,678	\$ 39,678	\$ 4,409	\$ 44,087		\$ 44,087	-	\$ -		-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
Total	\$ 175,817	\$ 898,160	\$ 83,254	\$ 1,157,231	\$ 128,581	\$ 1,285,812	\$ 48,800	\$ 1,334,612	54,062		896	105,777

Signature, Chairman, Board of Commissioners

Date

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

AGENCY NAME: Union County Human Services Agency
 State Fiscal Year: SFY 2026-2027

Fiscal Period: July 2026 through June 2027

STAFF NAME	POSITION	TOTAL SALARY	FTE Equivalent	FULL TIME PART TIME	Assignable Salary	ADMIN. SALARY	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	
							Transportation (General)	Transportation (Medical)	Congregate Nutrition	Home Delivered Meals	In-Home Aide-Level III - Personal Care	In-Home Aide-Level II - Personal Care	Adult Day Care
TORRES, THERESA	Director	\$ 9,790	1	FULL TIME	\$ 9,790	\$ -	\$ 4,895	\$ 4,895					
EARP BRANDON	Operations Manager	\$ 7,050	1	FULL TIME	\$ 7,050	\$ -	\$ 3,525	\$ 3,525					
GARDNER LAURA	HUMAN SERVICES SUPERVISOR	\$ 7,050	1	FULL TIME	\$ 7,050	\$ -	\$ 3,525	\$ 3,525					
BEGLEY KRISTIE	Admin Professional II	\$ 5,122	1	FULL TIME	\$ 5,122	\$ -	\$ 2,561	\$ 2,561					
CROMWELL TANA	Admin Professional II	\$ 4,561	1	FULL TIME	\$ 4,561	\$ -	\$ 2,281	\$ 2,281					
KNIGHT LYNDA	Admin Professional II	\$ 4,561	1	FULL TIME	\$ 4,561	\$ -	\$ 2,281	\$ 2,281					
LEBRON CARLOS	DISPATCHER	\$ 4,913	1	FULL TIME	\$ 4,913	\$ -	\$ 2,457	\$ 2,457					
YOUNG ELIZABETH	ANALYTICAL SPECIALIST	\$ 4,895	1	FULL TIME	\$ 4,895	\$ -	\$ 2,448	\$ 2,448					
WALLACE KAYLA	RESERVATION TECH	\$ 3,562	1	FULL TIME	\$ 3,562	\$ -	\$ 1,781	\$ 1,781					
SMITH MATTHEW	SAFETY OFFICER	\$ 5,604	1	FULL TIME	\$ 5,604	\$ -	\$ 2,802	\$ 2,802					
CUMMING CHARLES	Automotive Technician	\$ 5,007	1	FULL TIME	\$ 5,007	\$ -	\$ 2,504	\$ 2,504					
GROSS CHRISTOPHER	FLEET SERVICE WORKER- PT	\$ 4,259	0.09	PART TIME	\$ 383	\$ -	\$ 192	\$ 192					
ANDERSON JOHNNY	DRIVER	\$ 4,223	1	FULL TIME	\$ 4,223	\$ -	\$ 2,112	\$ 2,112					
BABER FRED	DRIVER	\$ 3,872	1	FULL TIME	\$ 3,872	\$ -	\$ 1,936	\$ 1,936					
FOSTER CURTIS	DRIVER	\$ 4,799	1	FULL TIME	\$ 4,799	\$ -	\$ 2,400	\$ 2,400					
HELMS MAX	DRIVER	\$ 3,521	1	FULL TIME	\$ 3,521	\$ -	\$ 1,761	\$ 1,761					
HUNTLEY JAMES	DRIVER	\$ 4,487	1	FULL TIME	\$ 4,487	\$ -	\$ 2,244	\$ 2,244					
JIMENEZ MARCO	DRIVER	\$ 4,046	1	FULL TIME	\$ 4,046	\$ -	\$ 2,023	\$ 2,023					
KINNEY BLAKE	DRIVER	\$ 6,405	1	FULL TIME	\$ 6,405	\$ -	\$ 3,203	\$ 3,203					
LITTLE JOHN	DRIVER	\$ 3,695	1	FULL TIME	\$ 3,695	\$ -	\$ 1,848	\$ 1,848					
LOBAO JOSEPH	DRIVER	\$ 3,695	1	FULL TIME	\$ 3,695	\$ -	\$ 1,848	\$ 1,848					
LOWERY KATRINA	DRIVER	\$ 4,378	1	FULL TIME	\$ 4,378	\$ -	\$ 2,189	\$ 2,189					
MATTHEW JAMES	DRIVER	\$ 4,314	1	FULL TIME	\$ 4,314	\$ -	\$ 2,157	\$ 2,157					
MCKINNEY HOWARD	DRIVER	\$ 4,444	1	FULL TIME	\$ 4,444	\$ -	\$ 2,222	\$ 2,222	\$ -	\$ -	\$ -	\$ -	
MOON BLANE	DRIVER	\$ 4,421	1	FULL TIME	\$ 4,421	\$ -	\$ 2,211	\$ 2,211					
RUBIO FRANK	DRIVER	\$ 3,872	1	FULL TIME	\$ 3,872	\$ -	\$ 1,936	\$ 1,936					
SIMONS MIKE	DRIVER	\$ 3,521	1	FULL TIME	\$ 3,521	\$ -	\$ 1,761	\$ 1,761					
VILLATORO RENEE	DRIVER	\$ 4,442	1	FULL TIME	\$ 4,442	\$ -	\$ 2,221	\$ 2,221					
WALLACE MICHAEL	DRIVER	\$ 4,399	1	FULL TIME	\$ 4,399	\$ -	\$ 4,355	\$ 44					
VACANT	DRIVER	\$ 4,046	0		\$ -	\$ -	\$ -	\$ -					
		\$ -	0		\$ -	\$ -	\$ -	\$ -					
		\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
STARR STEPHANIE	DIR CMTY SUPPORT & OUTREACH	\$ 28,805	0		\$ -	\$ -			\$ -	\$ -			
COLSON EMILY (50%)	NUTRITION PROGRAM MG	\$ 50,382	0		\$ -	\$ -			\$ -	\$ -			
PRUSIENSKY KENN	NUTRITION COORDINATOR	\$ 57,122	1	FULL TIME	\$ 57,122	\$ -			\$ 22,849	\$ 34,273			
DIERKING CHARLES	SITE MANAGER RPT	\$ 37,003	0.5	PART TIME	\$ 18,502	\$ -			\$ 7,401	\$ 11,101			
MCGROUTHER ELIZABETH	SITE MANAGER RPT	\$ 40,602	0.5	PART TIME	\$ 20,301	\$ -			\$ 8,120	\$ 12,181			
VANCIL DONNA	SITE MANAGER RPT	\$ 41,746	0.5	PART TIME	\$ 20,873	\$ -			\$ 8,349	\$ 12,524			
YOUNG AMELIA	SITE MANAGER RPT	\$ 40,747	0.5	PART TIME	\$ 20,374	\$ -			\$ 8,150	\$ 12,224			
ROBERTSON NIKKI	SITE MANAGER PT	\$ 40,830	0.5	PART TIME	\$ 20,415	\$ -			\$ 8,166	\$ 12,249			
STORY TAMMY	SITE MANAGER PT	\$ 41,184	0.5	PART TIME	\$ 20,592	\$ -			\$ 8,237	\$ 12,355			
VACANT	NUTRITION PROGRAM SUPERVISOR	\$ 72,147	0		\$ -	\$ -			\$ -	\$ -			
		\$ -			\$ -	\$ -							
BOWERS DECORA	SOCIAL WORK DIVISION MANAGER	\$ 25,805	0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GOODSON TAMMY	SOCIAL WORK PROGRAM MANAGER	\$ 34,392	0		\$ -	\$ -				\$ -	\$ -	\$ -	
WILLIAMS AVI	SOCIAL WORK SUPERVISOR	\$ 36,739	0.5	PART TIME	\$ 18,369	\$ -				\$ 3,674	\$ 8,266	\$ 6,429	
FUNDERBURK KAYLA	ADMIN SUPPORT SPECIALIST III	\$ 25,031	0.5	PART TIME	\$ 12,516	\$ -				\$ 2,503	\$ 5,632	\$ 4,381	
CRUZ TEISHA	SOCIAL WORKER	\$ 44,554	1	FULL TIME	\$ 44,554	\$ -				\$ -	\$ 22,277	\$ 22,277	
TATAH BOBBIE	SOCIAL WORKER	\$ 32,316	1	FULL TIME	\$ 32,316	\$ -				\$ 16,158	\$ -	\$ 16,158	
HARKNESS SANDRA	SOCIAL WORKER - PT	\$ 17,347	1	FULL TIME	\$ 17,347	\$ -				\$ -	\$ 8,674	\$ 8,674	
VACANT	SOCIAL WORKER - PT	\$ 36,408	0		\$ -	\$ -				\$ -	\$ -	\$ -	
		\$ -			\$ -	\$ -							
				SUBTOTAL FT:	\$ 285,988	\$ -	\$ 69,480	\$ 65,169	\$ 22,849	\$ 34,273	\$ 16,158	\$ 30,951	\$ 47,109
				SUBTOTAL PT:	\$ 152,325	\$ -	\$ 192	\$ 192	\$ 48,423	\$ 72,634	\$ 6,177	\$ 13,898	\$ 10,810
				TOTAL	\$ 438,313	\$ -	\$ 69,672	\$ 65,360	\$ 71,272	\$ 106,907	\$ 22,335	\$ 44,849	\$ 57,919
				PERCENT FT:	65.25%	#DIV/0!	99.73%	99.71%	32.06%	32.06%	72.34%	69.01%	81.34%
				PERCENT PT:	34.75%	#DIV/0!	0.27%	0.29%	67.94%	67.94%	27.66%	30.99%	18.66%

C. Subtotal, Local In-Kind Resources Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -								
Travel									
1) Per Diem	\$ -								
2) Mileage Reimbursement	\$ 563	\$ 40	\$ 23	\$ 150	\$ 350				
3) Other Travel Cost	\$ 1,166	\$ 384	\$ 217	\$ 170	\$ 395				
E. Subtotal, Travel	\$ 1,729	\$ -	\$ 424	\$ 240	\$ 320	\$ 745	\$ -	\$ -	\$ -
General Operating Expenses									
1) Advertising	\$ 4,297	\$ 190	\$ 107	\$ 1,200	\$ 2,800	\$ -	\$ -	\$ -	\$ -
2) Postage, Dues and Memberships	\$ 10,048	\$ 30	\$ 17	\$ 1,680	\$ 3,921	\$ 440	\$ 3,960	\$ -	\$ -
3) Cleaning & Jan, Apparel, Food, Office supp	\$ 250,553	\$ 867	\$ 489	\$ 40,760	\$ 206,431	\$ -	\$ -	\$ 2,006	\$ 2,006
4) Phone, Maint & repair, Prof. Service, Rent, Dues	\$ 214,325	\$ 7,595	\$ 6,040	\$ 5,911	\$ 3,333	\$ 2,861	\$ 83,952	\$ 104,633	\$ 104,633
5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F. Subtotal, General Operating Expenses	\$ 479,223	\$ -	\$ 8,682	\$ 6,653	\$ 49,551	\$ 216,485	\$ 3,301	\$ 87,912	\$ 106,639
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -								
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 1,149,324	\$ -	\$ 134,042	\$ 105,410	\$ 153,518	\$ 395,136	\$ 27,344	\$ 136,191	\$ 197,682
I. Distribution of Administrative Cost	\$ 1	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ 0
J. Total Proj. Expenses After Admin. Distribution	\$ 1,149,323	\$ -	\$ 134,042	\$ 105,410	\$ 153,518	\$ 395,136	\$ 27,344	\$ 136,191	\$ 197,682

III. Computation of Rates	Grand Total	Service	Service	Service	Service	Service	Service	Service
		Transportation (General) 250	Transportation (Medical) 033	Congregate Nutrition 180	Home Delivered Meals 020	ne Aide-Level III - Personal 045	Aide-Level II - Personal 042	Adult Day Care 030
A. Computation of Unit Cost Rate:								
1. Total Expenses (equals line II.J)	\$ 1,149,323	\$ 134,042	\$ 105,410	\$ 153,518	\$ 395,136	\$ 27,344	\$ 136,191	\$ 197,682
2. Total Projected Units	4,200	2,974	12,000	49,000	720	4,780	3,700	3,700
3. Total Unit Cost Rate		\$ 31.9148	\$ 35.4438	\$ 12.7932	\$ 8.0640	\$ 37.9778	\$ 28.4918	\$ 53.4276
B. Computation of Reimbursement Rate:								
1. Total Revenues (equals line I.J)	\$ 1,149,323	\$ 134,042	\$ 105,410	\$ 153,518	\$ 395,136	\$ 27,344	\$ 136,191	\$ 197,682
2. Less: NSIP (equals line I.D)	\$ 48,800	\$ -	\$ -	\$ 9,600	\$ 39,200	\$ -	\$ -	\$ -
Title V (equals line I.E less II.D)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non Match In-Kind (equals line I.H less II.C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Revenues Subject to Unit Reimbursement	\$ 1,100,523	\$ 134,042	\$ 105,410	\$ 143,918	\$ 355,936	\$ 27,344	\$ 136,191	\$ 197,682
4. Total Projected Units (equals line III.A.2)	4,200	2,974	12,000	49,000	720	4,780	3,700	3,700
5. Total Reimbursement Rate		\$ 31.9148	\$ 35.4438	\$ 11.9932	\$ 7.2640	\$ 37.9778	\$ 28.4918	\$ 53.4276
C. Units Reimbursed Through HCCBG		3,979	1,929	4,037	23,738	457	4,422	2,764
D. Units Reimbursed Through Program Income*		-	-	-	-	-	-	-
E. Units Reimbursed Through Remaining Revenues		221	1,045	7,963	25,262	263	358	936
F. Total Units Reimbursed/Total Projected Units		4,200	2,974	12,000	49,000	720	4,780	3,700

* 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.

Janet E. Payne
Authorized Signature

Exec. Director, Human Services Agency
Title

6/2/2026
Date

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

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

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

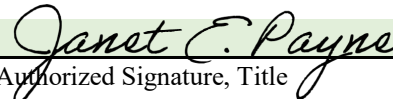
County: UNION

Budget Period: July 2026 through June 2027

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		\$ 114,280	\$ -	\$ -	\$ 114,280	\$ 12,698	\$ 126,978	\$ -	\$ 126,978	3,979	\$ 31.9148	35	4,200
Transportation (Medical)	X		\$ 61,537	\$ -	\$ -	\$ 61,537	\$ 6,837	\$ 68,374	\$ -	\$ 68,374	1,929	\$ 35.4438	74	2,974
Congregate Nutrition		X	\$ -	\$ -	\$ 43,576	\$ 43,576	\$ 4,842	\$ 48,418	\$ 9,600	\$ 58,018	4,037	\$ 11.9932	125	12,000
Home Delivered Meals		X	\$ -	\$ 155,192	\$ -	\$ 155,192	\$ 17,244	\$ 172,436	\$ 39,200	\$ 211,636	23,738	\$ 7.2640	400	49,000
In-Home Aide-Level III - Personal Care		X	\$ -	\$ 15,610	\$ -	\$ 15,610	\$ 1,734	\$ 17,344	\$ -	\$ 17,344	457	\$ 37.9778	9	720
In-Home Aide-Level II - Personal Care		X	\$ -	\$ 113,399	\$ -	\$ 113,399	\$ 12,600	\$ 125,999	\$ -	\$ 125,999	4,422	\$ 28.4918	50	4,780
Adult Day Care		X	\$ -	\$ 132,914	\$ -	\$ 132,914	\$ 14,768	\$ 147,682	\$ -	\$ 147,682	2,764	\$ 53.4276	40	3,700
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ 175,817	\$ 417,115	\$ 43,576	\$ 636,508	\$ 70,723	\$ 707,231	\$ 48,800	\$ 756,031	41,326		733	77,374

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

6/2/2026
 Date

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners

Date

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

July 2026 through June 2027

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.

FY 26-27 Outreach Methodology

DSS GOAL: The Union County Division of Social Services seeks to identify all person's age 60 and over in Union County who may benefit from assistance and access to available services that allow 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 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 has incorporated quarterly Multidisciplinary Team meetings which are critical to effective Adult Services practice because they bring together professionals from social services, law enforcement, health care, legal systems, and community partners to collaboratively address complex cases involving abuse, neglect, and exploitation. This coordinated approach improves information-sharing, reduces service gaps, and supports more comprehensive and timely protective interventions. 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.

July 2026 through June 2027

**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)

6/2/2026

(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* 6/2/2026

(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 \$ 0 \$ -

1) Utilities	\$ 250	\$ -					\$ 250					
2) Internet/Security	\$ 1,400	\$ -	\$ 648	\$ 348	\$ 60	\$ 144	\$ 100	\$ 100				
3) Phone	\$ 1,780	\$ -	\$ 455	\$ 175	\$ 375	\$ 175	\$ 300	\$ 300				
4) ARMS cost	\$ 200	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40					
5) Program Supplies	\$ 3,418	\$ -	\$ 500	\$ 500	\$ 500	\$ 520	\$ -	\$ 1,398				
6) Copier/Printing	\$ 415	\$ -	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 40				
7) Lease	\$ 18,000	\$ -	\$ 8,000	\$ 5,000	\$ 2,000	\$ 3,000	\$ -	\$ -				
8)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
F. Subtotal, General Operating Expenses	\$ 25,463	\$ -	\$ 9,718	\$ 6,138	\$ 3,050	\$ 3,954	\$ 765	\$ 1,838	\$ -	\$ -		
G. Subtotal, Other Administrative Cost Not Allocated in Lines IA through E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 1,219,223	\$ 20,432	\$ 576,181	\$ 310,350	\$ 55,500	\$ 129,835	\$ 76,239	\$ 50,688	\$ -	\$ -		
I. Distribution of Administrative Cost	\$ [1]	\$ -	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ -	\$ -		
J. Total Proj. Expenses After Admin. Distribution	\$ 1,198,792	\$ -	\$ 576,180	\$ 310,350	\$ 55,500	\$ 129,835	\$ 76,239	\$ 50,688	\$ -	\$ -		

Prices Must Equal

III. Computation of Rates	Grand Total	Service		Service		Service		Service		Service		Service	
		In-Home Aide-Level I - Home Managemen	Home Aide-Level II - Personal Car	In-Home Aide-Level I - Respite	In-Home Aide-Level II - Respite/untear Program Developm	Respite, Group	Respite, Group	0	0				
		041	042	235	236	190	309	#N/A	#N/A				
A. Computation of Unit Cost Rate:													
1. Total Expenses (equals line II.J)	\$ 1,198,792	\$ 576,180	\$ 310,350	\$ 55,500	\$ 129,835	\$ 76,239	\$ 50,688	\$ -	\$ -				
2. Total Projected Units		14,773	7,957	1,423	3,329		921						
3. Total Unit Cost Rate		\$ 39.0023	\$ 39.0034	\$ 39.0021	\$ 39.0012	\$ -	\$ 55.0358	\$ -	\$ -				
B. Computation of Reimbursement Rate:													
1. Total Revenues (equals line I.J)	\$ 1,198,793	\$ 576,180	\$ 310,350	\$ 55,500	\$ 129,835	\$ 76,239	\$ 50,688	\$ -	\$ -				
2. Less: NSIP (equals line I.D)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Title V (equals line I.E less II.D)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Non Match In-Kind (equals line I.H less II.C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
3. Revenues Subject to Unit Reimbursement	\$ 1,198,793	\$ 576,180	\$ 310,350	\$ 55,500	\$ 129,835	\$ 76,239	\$ 50,688	\$ -	\$ -				
4. Total Projected Units (equals line III.A.2)		14,773	7,957	1,423	3,329		921						
5. Total Reimbursement Rate		\$ 39.0023	\$ 39.0034	\$ 39.0021	\$ 39.0012	\$ -	\$ 55.0358	\$ -	\$ -				
C. Units Reimbursed Through HCCBG		6,696	3,489	602	1,444		505						
D. Units Reimbursed Through Program Income*		359	195	77	128		4						
E. Units Reimbursed Through Remaining Revenues		7,718	4,273	744	1,757		413						
F. Total Units Reimbursed/Total Projected Units		14,773	7,957	1,423	3,329		921						

* 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.

Wade E. [Signature]
 Authorized Signature

Chief Executive Officer
 Title

5/28/2026
 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 IA	Col. A
Net Service Cost	Line IB	Col. B
NSIP Subsidy	Line IC	Col. C
Total Funding	Line ID	Col. D
Projected HCCBG Reimbursed Units	L. IC+I.D	Col. E
Total Reimbursement Rate	Line III.C	Col. F
Projected Total Service Units	Line III.B.S	Col. G
	Line III.F	Col. I

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 2026 through June 2027
 Revision #: Date: 5/28/2026

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								
In-Home Aide-Level I - Home Management	X		\$ -	\$ 235,052	\$ -	\$ 235,052	\$ 26,117	\$ 261,169	\$ -	\$ 261,169	6,696	\$ 39.0023	97	14,773
In-Home Aide-Level II - Personal Care	X		\$ -	\$ 122,481	\$ -	\$ 122,481	\$ 13,609	\$ 136,090	\$ -	\$ 136,090	3,489	\$ 39.0034	40	7,957
In-Home Aide-Level I - Respite	X		\$ -	\$ 21,117	\$ -	\$ 21,117	\$ 2,346	\$ 23,463	\$ -	\$ 23,463	602	\$ 39.0021	6	1,423
In-Home Aide-Level II - Respite	X		\$ -	\$ 50,682	\$ -	\$ 50,682	\$ 5,631	\$ 56,313	\$ -	\$ 56,313	1,444	\$ 39.0012	15	3,329
Volunteer Program Development	X		\$ -	\$ -	\$ -	\$ 26,713	\$ 2,968	\$ 29,681	\$ -	\$ 29,681	-	\$ -		-
Respite, Group	X		\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 2,778	\$ 27,778	\$ -	\$ 27,778	505	\$ 55.0358	5	921
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ 454,332	\$ -	\$ 481,045	\$ 53,449	\$ 534,494	\$ -	\$ 534,494	12,736		163	28,403

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

Nicole Spayke 5/28/26
 Authorized Signature, Title Date
 Community Service Provider

 Signature, County Finance Officer Date

 Signature, Chairman, Board of Commissioners Date

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

July 2026 through June 2027

Outreach Methodology to Address the Service Needs of Target Population

Community Service Provider: Council on Aging in Union County

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.

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, pharmacists, 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 2026 through June 2027

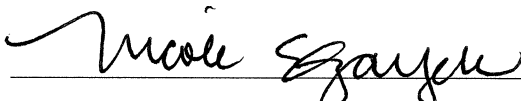
**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Council on Aging in Union County 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)

5/28/26
(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).

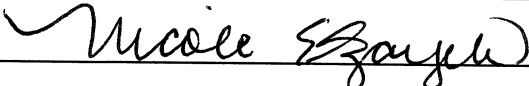
Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- 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: _____ Nicole Elzayek _____

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	Match Totals Do Not Match Difference Is--->	(1)
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 \$ -

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

DAAS-732A

Provider: Bazemore Active Adult Center
County: UNION
Budget Period: July 2026 through June 2027

	Grand Total	Service Senior Center Operation 170	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
I. Projected Revenues						
A. Fed/State Funding From the Div. of Aging & Adult Svcs.	\$ 39,678	\$ 39,678	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - Cash						
1) City Local Match	\$ 4,409	\$ 4,409				
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - Cash	\$ 4,409	\$ 4,409	\$ -	\$ -	\$ -	\$ -
Required Minimum Match - In-Kind						
1)	\$ -					
2)	\$ -					
3)	\$ -					
Total Required Minimum Match - In-Kind	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 4,409	\$ 4,409	\$ -	\$ -	\$ -	\$ -
C. Subtotal, Fed/State/Required Match Revenues	\$ 44,087	\$ 44,087	\$ -	\$ -	\$ -	\$ -
D. NSIP Cash Subsidy/Commodity Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -					
Local Cash, Non-Match						
1)	\$ -					
2)	\$ -					
3)	\$ -					
4)	\$ -					
F. Subtotal, Local Cash, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues, Non-Match						
1)	\$ -					
2)	\$ -					
3)	\$ -					
G. Subtotal, Other Revenues, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)						
1)	\$ -					
2)	\$ -					
3)	\$ -					
H. Subtotal, Local In-kind Resources, Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ -					
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 44,087	\$ 44,087	\$ -	\$ -	\$ -	\$ -

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Admin. Cost	Service Senior Center Operation 170	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A	Service 0 #N/A
II. Line Item Expenses							
Staff Salary From Labor Distribution Schedule							
1) Full-time Staff (do not include Title V workers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2) Part-time staff (do not include Title V workers)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A. Subtotal, Staff Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits							
1) FICA @ 7.65 %	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2) Health Insurance	\$ -						
3) Retirement	\$ -						
4) Unemployment Insurance	\$ -						
5) Worker's Compensation	\$ -						
6) Other	\$ -						
B. Subtotal, Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources Non-Match							
1)	\$ -						
2)	\$ -						
3)	\$ -						
C. Subtotal, Local In-Kind Resources Non-Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -						
Travel							
1) Per Diem	\$ -						
2) Mileage Reimbursement	\$ -						
3) Other Travel Cost	\$ -						
E. Subtotal, Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Operating Expenses							
1) Outdoor equipment	\$ 15,287		\$ 15,287				
2) Fitness instructor/Rec Attendant contracts	\$ 15,000		\$ 15,000				
3) Outreach (newsletters)	\$ 4,000		\$ 4,000				
4) Entertainment for SC events	\$ 2,000		\$ 2,000				
5) Volunteer Recognition	\$ 800		\$ 800				
6) Special events	\$ 2,500		\$ 2,500				
7) Facility Equipment (tables, trash receptacles)	\$ 4,500		\$ 4,500				
8)	\$ -						
F. Subtotal, General Operating Expenses	\$ 44,087	\$ -	\$ 44,087	\$ -	\$ -	\$ -	\$ -
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through E	\$ -						
H. Total Proj. Expenses Prior to Admin. Distribution	\$ 44,087	\$ -	\$ 44,087	\$ -	\$ -	\$ -	\$ -
I. Distribution of Administrative Cost	\$ -						
J. Total Proj. Expenses After Admin. Distribution	\$ 44,087	\$ -	\$ 44,087	\$ -	\$ -	\$ -	\$ -

III. Computation of Rates

A. Computation of Unit Cost Rate:

- Total Expenses (equals line II.J)
- Total Projected Units
- Total Unit Cost Rate

B. Computation of Reimbursement Rate:

- Total Revenues (equals line I.J)
- Less: NSIP (equals line I.D)
 - Title V (equals line I.E less II.D)
 - Non Match In-Kind (equals line I.H less II.C)
- Revenues Subject to Unit Reimbursement
- Total Projected Units (equals line III.A.2)
- Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

D. Units Reimbursed Through Program Income*

E. Units Reimbursed Through Remaining Revenues

F. Total Units Reimbursed/Total Projected Units

Grand Total	Service	Service	Service	Service	Service
	Senior Center Operation 170	0 #N/A	0 #N/A	0 #N/A	0 #N/A
\$ 44,087	\$ 44,087	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 44,087	\$ 44,087	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 44,087	\$ 44,087	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

* 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.

Aleshia Holland
Authorized Signature
Senior Center Supervisor
Title
5/18/2026
Date

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

Block Grant Funding
 Required Local Match-Cash & In-Kind
 Net Service Cost
 NSIP Subsidy

DAAS-732A	DAAS-732
Line I.A	Col. A
Line I.B	Col. B
Line I.C	Col. C
Line I.D	Col. D

Home and Community Care Block Grant for Older Adults

Bazemore Active Adult Center
 500 W Jefferson St
 Monroe, NC 28112

**County Funding Plan
 Provider Services Summary**

DAAS-732
County: UNION
Budget Period: July 2026 through June 2027
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		\$ -	\$ -	\$ 39,678	\$ 39,678	\$ 4,409	\$ 44,087	\$ -	\$ 44,087	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total			\$ -	\$ -	\$ 39,678	\$ 39,678	\$ 4,409	\$ 44,087	\$ -	\$ 44,087	\$ -	\$ -		\$ -

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

Aleshia Holland, Senior Center Supervisor 5/18/2026
 Authorized Signature, Title Date
 Community Service Provider

 Signature, County Finance Officer Date Signature, Chairman, Board of Commissioners Date

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

July 2026 through June 2027

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 2026 through June 2027

**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 Culltural 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.

Aleshia Holland, Senior Center Supervisor

5/18/26

(Authorized Signature)

(Date)

Internal Consistency Checks

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

		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 Sc 0 \$ -