

June 6, 2016 8:30 A.M.

JONES COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET

TRENTON, NC 28585

MINUTES

COMMISSIONERS PRESENT:

Zack Koonce, Chairperson
Frank Emory, Vice-Chairperson
Mike Haddock, Commissioner
Joseph Wiggins, Commissioner
Sondra Ipock-Riggs, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Angelica Hall, Clerk

COMMISSIONERS ABSENT:

The Chairperson called the meeting to order. Commissioner Mike Haddock gave the invocation. **MOTION** was made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the agenda be **APPROVED** with the following additions:

7. Eric Merritt- Storm Preparedness Update

MOTION made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the minutes for Regular Meeting on May 16, 2016 be **APPROVED**.

PUBLIC COMMENT PERIOD:

Mr. Doug Edwards expressed to the Board the issues he is having with CenturyLink Internet Service. Mr. Edwards states he pays full price for poor service. He talked to the Board about several conversations he has had with the company and that he is still not satisfied with the service he is receiving. Mr. Edwards is requesting the Board speak with CenturyLink about upgrading the system in his area so customers will be able to receive what they are paying for in services.

Mr. Wayne Hurley requested the budget be cut and no increases.

1. 2016-17 BUDGET PUBLIC HEARING

MOTION made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory and unanimously carried **THAT** the Board go into public hearing for public comments related to the 2016-2017 Budget.

No public comments.

MOTION made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory and unanimously carried **THAT** the Board close public hearing.

MOTION made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Frank Emory and unanimously carried **THAT** the 2016-2017 Budget Resolution be approved as presented. A copy of this Budget Resolution is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

2. 2016-2017 COUNTY FEE SCHEDULE

Mr. Franky Howard presented the Board with the 2016-2017 County Fee Schedule. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Frank Emory and unanimously carried **THAT** the 2016-2017 County Fee Schedule be **APPROVED** as presented. A copy of this Fee Schedule is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

3. HOME AND COMMUNITY CARE BLOCK GRANT COUNTY FUNDING PLAN

Franky Howard presented the Board with the 2016-2017 Jones County Home and Community Care Block Grant funding plan for the Jones County Senior Center. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs and unanimously carried **THAT** the 2016-2017 Jones County Community Care Block Grant funding be **APPROVED** as presented. A copy of this Grant Funding is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

4. SPANN ROAD SPEED LIMIT REQUEST

Mr. Edgar Mills requested to address the Commissioners about the speed limit on Spann Road. Mr. Mills explained to the Board that the speed limit is too high for parts of the curvy road and he felt if the speed limit was adjusted to a lower speed this would prevent accidents and people would be required to drive slower. Mr. Mills expressed to the Board that if the speed limit was dropped to 35 mph he felt it would really help with the speeding on Spann Road. The Board discussed this issue with Mr. Mills. **MOTION** made by Commissioner Sondra Ipock-Riggs seconded by Commissioner Frank Emory and unanimously carried **THAT** a letter be prepared and sent to NCDOT to look into lowering the speed limit along Spann Road.

5. JCPC FUNDING RECOMMENDATIONS FOR 2016-2017

Ms. Eileen Dove presented the Board with the JCPC Funding Recommendations for 2016-2017. Ms. Dove explained to the Board that the JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and the families in Jones County. **MOTION** made by Commissioner Sondra Ipock-Riggs seconded by Commissioner Frank Emory and unanimously carried **THAT** the JCPC Funding Recommendations for 2016-2017 be **APPROVED** as presented. A copy of the JCPC Funding Recommendation is marked **EXHIBIT D** and is hereby incorporated and made a part of the minutes.

6. VENDOR APPROVAL

Mr. Wesley Stewart, DSS Director, presented the Board with vendor contracts for approval. Mr. Stewart requested the Board approve contract extensions for J and S Catering and Accommodating Home Health Care whom both provide services to the Jones County Senior Center. **MOTION** made by Commissioner Sondra Ipock-Riggs seconded by Commissioner Joseph Wiggins and unanimously carried **THAT** the contract extensions be **APPROVED** as presented. A copy of the contracts are marked **EXHIBIT E** and is hereby incorporated and made a part of the minutes.

7. STORM PREPAREDNESS UPDATE

Mr. Eric Merritt, Emergency Management, provided the Board with an update on the storm that was approaching. Mr. Merritt stated that it was a fast moving system and he would be watching the area for flooding. Mr. Merritt also stated that if any shelters needed to be open that the first shelter to open would be the Civic Center and that residents can bring their pets because there is shelter for them also. Commissioner Sondra Ipock-Riggs requested that Mr. Merritt post storm announcements on facebook and other media as soon as possible so the public will be well informed. Mr. Merritt explained to the Board that there are Mutual Aid Agreements in place with the surrounding counties if need arises. Chairperson Zack Koonce thanked Mr. Merritt for all the emails and communication he provides. Informational only, no action needed by the Board.

COUNTY MANAGER'S REPORT

No Report

COMMISSIONER'S REPORTS

Commissioner Frank Emory requested the grass be cut around the building and also thanked the Finance Officer for a smooth budget process.

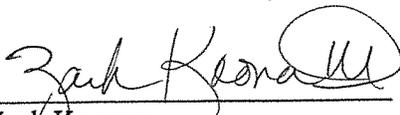
Commissioner Mike Haddock requested an update on when the FSA would be returning.

Chairperson Zack Koonce reminded everyone to go vote on June 7th and also there needed to be a delegate selected as the NACO voting official.

PUBLIC COMMENT

None

MOTION made by Commissioner Joe Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the meeting be **ADJOURN** at 9:18 a.m.


Zack Koonce
Chairman

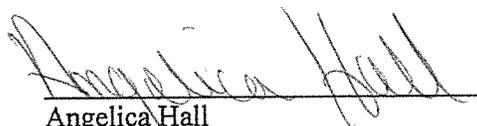

Angelica Hall
Clerk to the Board

Exhibit A

JONES COUNTY, NORTH CAROLINA
2016-17 BUDGET AND TAX LEVY RESOLUTION

BE IT RESOLVED BY THE BOARD OF Commissioners of Jones County, North Carolina on the 6th day of June, 2016 to be effective as of the 1st day of July, 2016.

SECTION I. The following accounts are hereby appropriated for the Operations of the County Government and its subdivisions for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

COUNTY GENERAL FUND		
Governing Body		110,671
Insurance		276,682
Administration		226,559
Finance		303,553
Tax Office		384,651
Legal Services		77,500
Jury Commission		2,246
CSC Facility Fees		54,114
Board of Elections		144,564
Register of Deeds		159,961
Computer		206,000
Public Buildings		317,860
Housekeeping		89,685
Building Improvement		100,000
Sheriff		1,372,564
County Jail		822,879
Building Inspector		80,181
Communications System		291,478
Fire & Rescue		297,433
Medical Examiner		10,000
Emergency Management		77,831
Emergency Medical Services		643,387
Mosquito/Vector Control		8,000
Solid Waste		350,659
Landfill		75,870
State Forest Protection		76,695
Planning		3,592
Economic Development		218,275
Extension		190,304
Soil Conservation		108,620
Health – General		400,213
Rabies Control		4,000
Other Services		6,000
Tuberculosis		3,377
Immunization Action Plan		7,692
Community Alternatives Program (CAP)		82,888
Healthy Communities		28,208
Breast and Cervical Cancer Control Program (BCCCP)		6,375

Breastfeeding Peer Counseling Program	8,000
NC Wisewoman	5,400
Maternal Health	12,946
Child Health	23,617
Care Coordination for Children	19,044
Family Planning	53,191
Women, Infants, and Children (WIC)	41,541
School Health Nurse	75,000
Ebola Preparation and Response	5,000
Environmental Health	25,648
Food and Lodging	17,404
Pregnancy Care Management	23,051
Bioterrorism-Preparedness	30,993
HIV/STD	1,757
Communicable Disease	9,778
Mental Health	23,906
Social Services Administration	1,634,219
Workfirst	61,100
Supplemental Assistance	70,000
General Assistance	2,700
State Foster Care	20,000
County Foster Care	6,000
IV-E Foster Care	106,000
Medicaid Transportation	225,000
Aid to Blind	3,142
Adoption Assistance	10,300
Crisis Intervention	53,981
Low Income Energy Assistance Program	53,981
Duke Energy Neighbor	13,603
Food Stamp EBT	5,180
Child Support Officer	101,000
Social Services Block Grant (SSBG)	0
Home and Community Care Block Grant (HCCBG)	105,292
Veterans Officer	21,933
Daycare	504,795
Jones County Senior Citizens	61,336
Rural Transportation	85,000
Schools Current Expense	1,775,720
School Capital I, II, III	578,667
School Capital Outlay	60,000
Lenoir Community College	104,858
County Libraries	89,256

SECTION II. It is hereby estimated that the following revenues will be available for the fiscal year 2016-2017:

COUNTY GENERAL FUND

General		
Taxes-Local	6,488,258	
Interest	12,000	
Local Revenues	178,816	
Fund Balance	818,679	
Charges for Services		
License, Permits & Fees	626,250	
Sales and Services	468,850	
Program Specific-Operating Grants		
Social Services Programs	3,074,499	
Public Health Programs	500,244	
Intergovernmental-Unrestricted	130,000	
Intergovernmental Revenues-Restricted	437,755	
Sales Taxes	1,191,000	
Transfers	135,000	
Total General Fund		14,061,351
<u>WATER ENTERPRISE</u>		
General		
Miscellaneous: Interest	0	
Miscellaneous: Fund Balance	0	
Charges for Services		
Water Enterprise	1,342,800	
Total Water Enterprise		<u>1,342,800</u>
TOTAL COUNTY REVENUES FOR YEAR 2016-2017		15,404,151

SECTION III: Whereas it appearing to the Board that the total County budget is for said fiscal year 2016-2017:

	15,404,151
THAT the estimated revenues OTHER than Ad Valorem Taxes is	9,226,793
REVENUES to be raised from Ad Valorem Taxes	6,177,358
THAT the total estimated uncollected taxes is	257,390
THAT the estimated amount of TAX LEVY is	6,434,748

SECTION IV: Therefore there is hereby levied the following rate of tax on each one hundred (\$100) valuation of taxable property, as listed for taxes as of January 1, 2016 for the purpose of raising revenue for the County current year of property tax.

JONES COUNTY 2016 TAX RATE.....\$.79

Such rates are based upon an estimated total assessed valuation of property for the purpose of taxation of \$814,395,507 and an estimated rate of collection of 96% during the fiscal year.

SECTION V: It is also understood that although the above budget is adopted by total departments that money for personnel, operating expenses, and capital can only be spent for these categories unless there is an amendment by the Commissioners to transfer the funds. Also the Board of Education can only amend their current expense budget up to 10% cumulative change. Any change that is 10% or above has to be approved by the Board of Commissioners.

SECTION VI: Whereas, the Township 7 Volunteer Fire Department has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of said Rock Creek Fire District and the Island Creek/Bear Run Fire District for the purpose of producing funds to meet valid obligations of the Township 7 Volunteer Fire Department for fiscal year 2016-2017 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.02160 on each \$100 of taxable property within said Fire District.

SECTION VII: Whereas, the Trenton Volunteer Fire Department has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of said Trenton Fire District, excluding the Trenton town limits for the purpose of producing funds to meet valid obligations of the Trenton Volunteer Fire Department for fiscal year 2016-2017 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 on each \$100 of taxable property within said Fire District.

SECTION VIII: Whereas, the Pollocksville Volunteer Fire Department has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of said Pollocksville Fire District excluding the Pollocksville town limits for the purpose of producing funds to meet valid obligations of the Pollocksville Volunteer Fire Department for fiscal year 2016-2017 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 on each \$100 of taxable property within said Fire District.

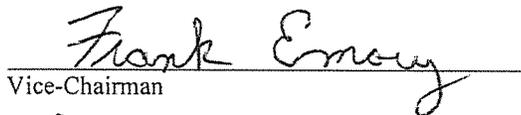
SECTION IX: Whereas, the Comfort Volunteer Fire Department has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of said Comfort Fire District for the purpose of producing funds to meet valid obligations of the Comfort Volunteer Fire Department for fiscal year 2016-2017 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 on each \$100 of taxable property within said Fire District.

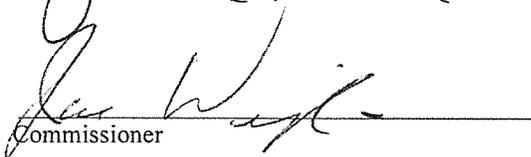
SECTION X: Whereas, the Hargetts Crossroads Volunteer Fire Department has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of said Hargetts Crossroads Fire District for the purpose of producing funds to meet valid obligations of the Hargetts Crossroads Volunteer Fire Department for fiscal year 2016-2017 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 on each \$100 of taxable property within said Fire District.

SECTION XI: Whereas, the Wyse Fork Volunteer Fire Department has requested the Jones County Board of Commissioners to levy taxes upon taxable property within the boundaries of said Wyse Fork Fire District for the purpose of producing funds to meet valid obligations of the Wyse Fork Volunteer Fire Department for fiscal year 2016-2017 in all respects as authorized by law, there is, therefore, levied a tax at the rate of \$0.03 on each \$100 of taxable property within said Fire District.

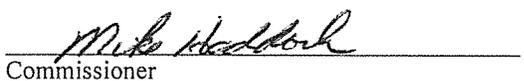
Adopted this 6th day of June, 2016 and becomes effective July 1, 2016.

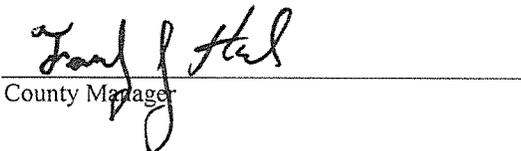

Chairman

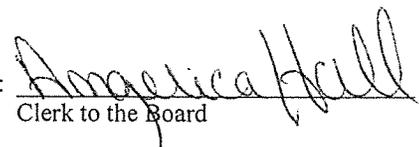

Vice-Chairman


Commissioner


Commissioner


Commissioner


County Manager

ATTEST: 
Clerk to the Board

JONES COUNTY



SCHEDULE OF FEES FISCAL YEAR 2016-2017

BUILDING INSPECTIONS		
Permit Type	Residential	Commercial
Application Fee *Applied to each application, per trade, in addition to the fees listed below, and includes Compliance Fee*	\$50	\$100
Building New Construction/Renovation Plan Review Fee Certificate of Occupancy Fee Homeowner Recovery Fee	\$.14/total square feet \$50 \$25 \$10 (NC State Law for Residential)	\$.16/total square feet \$75 \$25
Insulation	\$.04/Heated Square Feet	\$0.06/Heated Square Feet
Plumbing New Construction/Renovation Sprinkler Systems Fuel Piping	\$.06/Heated Square Feet App. Fee + \$2 per Head App. Fee + \$5 per Connection	\$.10/Heated Square Feet App Fee + \$2 per Head App. Fee + \$10 per Connection
Mechanical	\$.06/Heated Square Feet	\$.10/Heated Square Feet
Mechanical Change Out *per unit/not including ductwork	\$50	\$50
Electrical Service: New/Replacement *per panel Temporary Service Pole Generator Re-Inspect Property for Power Temp. Office Trailer Swimming Pool Bond Bulk Barns/Grain Bins Poultry or Livestock Barns Greenhouse (each) Individual Fixtures/Motors	\$.06/tsf + Service 0-199 amp \$50 Over 199 amps add \$10 each Additional 100 amps \$50 \$100 \$50 \$50 \$50 \$10 + Service, if added 1-10 = \$20, \$10 each, if > 10	\$.10/tsf + Service 0-199 amp \$50 Over 199 amps add \$10 each Additional 100 amps \$50 \$150 \$100 \$50 \$50 \$10 Each, Plus Service \$20 Each, Plus Service \$10 + Service, if added 1-10 = \$20, \$10 each, if > 10
Modular Buildings	See Buildings - Residential	See Buildings - Commercial
Mobile Home – Single Wide	\$305 *Total, Includes Trades	

Mobile Home – Double Wide	\$330 * Total, Includes Trades	
Solar Panels *For Industrial Solar Farms, contact Inspections for price	\$400 + \$1 per panel	\$500 + \$5 per panel *(# of panels x \$.25 + \$100)
Demolition Permit	\$50	\$100
Signs or Billboards		\$50 + electrical if applied
Decks, Porches, Docks	See Building – Residential	See Building - Commercial
Miscellaneous – Fee for projects not otherwise listed	\$50	\$100
Re-Inspection Fee	\$50 – First Failed Inspection \$75 – Second, and each additional Failed Inspection	\$50 – First Failed Inspection \$75 – Second, and each additional Failed Inspection
Re-Issue Certificate of Occupancy or Compliance	\$25	\$25
Photo-Static Copy Fee	\$.25 per page	\$.25 per page
Fire Protection 3 Year Insurance Inspection Fire Sprinkler Inspection Fireworks Permit Above Ground Tank Inspect. Fire Suppression System	\$50 \$50 \$50 \$50 \$50	\$50 \$50 \$50 \$100 \$100
DMV, DHHS, or ABC required Inspections	\$50 Building Inspector \$50 Fire Inspector Each Trip	\$50 Building Inspector \$50 Fire Inspector Each Trip
Floodplain Development Permit	\$50	\$100
Communications/Television/Cellular/Utility Towers		\$400 + Electrical and must allow Jones/Lenoir/Onslow Counties access to tower

PARKS and RECREATION				
Program	Fee	Team	Monthly	Season
Basketball	\$20.00		4-6 Weeks	Winter
T-ball/Coach Pitch	\$20.00		4-6 Weeks	Spring/Summer
Soccer	\$20.00		4-6 Weeks	Fall
Summer Math & Reading	\$20.00			Summer (4 weeks)
Basketball Camp	\$20.00			Summer (1 week)
Golf Tournament	\$40/person			Spring (1 day)
Youth Basketball Tournament	\$90/Team			Spring (Easter Weekend)

SOLID WASTE	
Curbside Service	\$19 Month
Curbside Service Deposit	\$50
Landfill Tipping	\$100 per ton or 5¢ per pound
	\$1.00 minimum
	\$25 Weight ticket

ENVIRONMENTAL HEALTH	
Septic System:	
Application/Site Evaluation/Construction Authorization	200.00
Existing System	75.00
Existing System with Expansion	100.00
Revisit Fee	50.00
Repairs:	
Reported by Owner	50.00
Reported by Other	150.00
Private Well Water:	
New Well Application, Siting, Permitting & Inspection	200.00
Existing Well	75.00
Water Samples:	
Bacteria, Nitrate/Nitrite and Inorganic Analysis	75.00
Pesticides	75.00
Herbicides	75.00
Petroleum Products	75.00
Volatile Organic Compounds	75.00
Collection/Processing Fee (Per Site Visit)	25.00
Public Swimming Pools:	
Plan Review (Per Pool)	125.00
Operation Permit (First Pool)	125.00
Operation Permit (Each Additional Pool on Same Site)	75.00
Food and Lodging:	
Temporary Food Establishment Permit	75.00
Plan Review and Application Fee:	
Facilities with no Seats (Food Stands)	75.00
Facilities with 19 Seats or Less	100.00
Facilities with 20 Seats or More	200.00
Additional Fees:	
Tattooing Permit	300.00
Rabies Shots (1 Year & 3 Year Vaccination – Dogs & Cats)	7.00

HEALTH DEPARTMENT	
Skin Test (TB Screening)	\$15.00
<p>** Note: All other fees are on a sliding-fee scale; please refer to the Jones County Health Department website for other fees.</p>	

BOARD OF ELECTIONS	
Voter List, Full (diskette, CD)	\$25.00
Voter List, Partial (diskette, CD)	Pro-rated
Voter List, Electronic	No charge
Voter List, Hard Copy	\$.25 persheet
Copy	\$.25 persheet
Labels	\$.40 persheet
Notice of Candidacy Filing Fees	
All State and Federal Offices	Reference NCGS 163-107
Clerk of Court	1% of Annual Salary
County Commissioner	1% of Annual Salary
Sheriff	1% of Annual Salary
Register of Deeds	1% of Annual Salary
Board of Education (Partisan)	1% of Annual Salary
Soil & Water Conservation	\$5.00
Municipal Board Members and Mayor	\$5.00

** Fees are a culmination of all fee charges by the county. Schedule fees are subject to change.

CIVIC CENTER		
Rented Space	Cost	Deposit (Refunded)
Entire Facility	\$900.00	50% of rental
Small Auditorium	\$300.00	50% of rental
Large Auditorium	\$600.00	50% of rental
Small Meeting Room	\$100.00	50% of rental
Kitchen with other space	\$25.00	
Equipment Rental:		
Sound Equipment	\$200.00 Large Auditorium Only	
Microphones	\$20.00 for one, \$5.00 each additional	
Security – Required at the discretion of Jones County Administration	\$30 per hour 5 hour minimum	
Sign/Marquee	\$40.00	

FINANCE OFFICE	
Copies	.25 per page
Faxes	\$3.00 for first page \$1.00 each additional page
Bad Checks	\$25.00
Notarial Services	\$5 per signature required

SHERIFF'S DEPARTMENT	
Document Fee	\$5.00
Gun Permit	\$5.00
Concealed Weapon (new)	\$90.00
Concealed Weapon (renewal)	\$75.00

WATER DEPARTMENT	
Water Rate	\$19 minimum
0-5,000 Gallons	\$2.20
5,001-10,000 Gallons	\$3.50
10,001-15,000 Gallons	\$4.00
15,001-20,000 Gallons	\$4.50
Service fee/per visit	\$20.00
Tap on Fee	5/8" x 3/4" \$1,000
	1" x 1" \$1,500
	2" x 2" \$3,000
Fire Hydrant installed(only on 6" main or larger	\$3,500
Deposit	\$100.00
Deposit Trenton Sewer	\$ 50.00
Late Fee	\$40.00
Meter Box Lid Small(due to damage)	\$25.00
Meter Box Lid Medium(due to damage)	\$50.00
Meter Box Lid Jumbo(due to damage)	\$150.00
Meter Box Small(due to damage)	\$50.00
Meter Box Medium(due to damage)	\$75.00
Meter Box Jumbo(due to damage)	\$200.00
Meter (5/8" x3/4") (due to damage)	\$150.00
Meter (1") (due to damage)	\$200.00
Meter (2") (due to damage)	\$2,000.00
Meter Transmitter(MXU) (due to damage)	\$200.00
Angle Valves (3/4")	\$50.00
Angle Valves (1")	\$75.00
Water Service Tamper Fee	\$500.00
Bad Check Fee	\$25.00

REGISTER OF DEEDS	
Instrument in General:	
First 15 pages	\$26.00
All additional pages	\$4.00
Deeds of Trust or Mortgages:	
First 15 pages	\$56.00
All additional pages	\$4.00
Archives and Records Management Program Fee On Deeds	\$5.00 per document with "deed" in title or any document noting excise tax
Probate Fee	\$2.00
Satisfactions	No Fee
State Excise Tax on Real Estate Conveyances	\$2.00 per thousand
Multiple Instruments In One Document	\$10.00 each additional instrument
Non-Standard Document	\$25.00, in addition to all other applicable recording fees
Plats:	
Each original or revised plat recorded	\$21.00 per sheet or page
Certified Copy	\$5.00

Uniform Commercial Code: *see ROD site for specific information*	
One or two pages	\$38.00
Three to ten pages	\$45.00
Over ten pages	\$45.00, plus \$2.00 per additional page over ten
Removal of Graves Certificates	\$12.00 for the first page \$3.00 each additional page
Right-of-Way Plans:	
Each original or amended plan and profile sheet	\$21.00 for the first page
Each additional page	\$5.00
Certified Copy	\$5.00
Comparing Copy for Certification	\$5.00
Military Service Record:	
Filing and recording discharge	No Fee
1 Certified copy	No Fee
Certified Copy of an Instrument for Which No Other Provision is Made	\$5.00
Each additional page or fraction	\$2.00
VITAL RECORDS	
Marriage License Fees:	
Issuing License	\$60.00 (includes \$35 state fee)
Delayed certificate with 1 certified copy	\$20.00
Amendment of marriage application, license or certificate, with 1 certified copy	\$10.00
Certified Copy	\$10.00
Certified Copies:	
Certified copy of a vital record (birth, death, marriages)	\$10.00
Registration of Birth Certificate one year or more after birth (delayed birth certificate):	
For preparation of paperwork when birth to be registered in another county	\$10.00
For registration when papers prepared in another county, with 1 certified copy	\$10.00
For preparation of papers and registration in the same county, with 1 certified copy	\$20.00
Amendment of Birth or Death Record:	39.00 payable to the State of NC
Preparation of amendment affecting correction	\$10.00 to County \$15.00 to NC Vital Records \$15.00 to NC Vital Records for expedited service
Certified copy	\$10.00
Legitimations:	39.00 payable to the State of NC
For preparations of documents (does not include certified copy)	\$10.00 to county \$15.00 to NC Vital Records \$15.00 to NC Vital Records for expedited service
Certified copy of birth record	\$10.00
Qualification of Notary Public	\$10.00
Notary Authentication	\$5.00
Acknowledgments	\$5.00 per signature or \$10.00 per signature for electronic notarial acts
Uncertified Copies	\$.25 per page

TAX OFFICE	
Copies (8 ½ x 11 size)	.25 per page
Faxes	\$3.00 for first page \$1.00 each additional page
Custom Property Data	\$50.00 per hour (1 hr. min.)
Bad Check Fee	\$25 or 10% of check up to \$1,000 as set forth in NCGS 105-357(b)(2)

GIS FEES		
Non-Governmental		
Standard Hourly Rate for all GIS Projects	\$50.00/hour (1 hr. min.)	
Map Printing – Stock or Quick Maps		
	B & W	Color
Plotter Base Map (Plain Paper – 36 x 48)	\$20.00	\$30.00
Plotter Base Map (Plain Paper – 36 x 36)	\$15.00	\$25.00
Plotter Base Map (Plain Paper – 24 x 36)	\$10.00	\$20.00
Plotter Base Map (Plain Paper – 24 x 18)	\$8.00	\$16.00
Plotter Base Map (Plain Paper – 11 x 17)	\$5.00	\$10.00
Plot of Individual Parcel (8 ½ x 11)	\$2.00	\$3.00
Each Additional Data Layer Added to Base Map	\$25.00	
Custom Mapping	\$50.00/hour (1 hr. min.) + printing (i.e. base map price per size)	
Orthophotography For Entire County	\$250.00	
GIS Property Data of County	\$25.00	
Property Record Card	\$.25	
Copies – B&W – (8 ½ x 11)	\$.25	
Copies – B&W – (8 ½ x 14)	\$.40	

EXHIBIT C

DOA -730
(Rev. 2/15)

Home and Community Care Block Grant for Older Adults

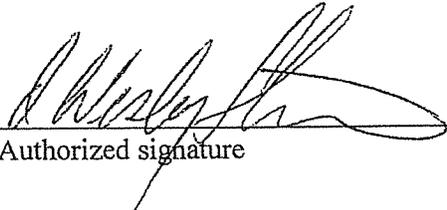
County Funding Plan

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

County Jones July 1, 2016 through June 30, 2017

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.

Jones County Social Services
(Name of agency/office with lead responsibility)


Authorized signature (date)

O. Wesley Stewart, Director
(Type name and title of signatory agent)

NAME AND ADDRESS
 COMMUNITY SERVICE PROVIDER

Home and Community Care Block Grant for Older Adults

DOA-732

Jane County, DSS
 418 Hwy 58 N, Unit D
 Trenton, NC 28585

County Funding Plan

County: Jones
 July 1, 2016 through June 30, 2017

Provider Services Summary

Services	Ser. Delivery (Check One) Direct Purch.	Block Grant Funding			Required Local Match	Net* Serv Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate	Projected HCCBG Clients	Projected Total Units	
		Access	In-Home	Other									Total
Cong Nut	X			38736	4304	43040	4425	47465	5900	7.2949153	80	5900	
HDM	X			39704	4412	44116	6150	50266	8200	5.3799458	45	8200	
JHALVII	X			27293	3033	30326		30326	1930	15.712723	8	1930	
Total			0	27293	78440	105733	11748	117481	10575	128056	16030	133	16030
*Adult Day Care & Adult Day Health Care Net Service Cost		ADC	ADHC										
Daily Care													
Transportation													
Administrative													
Net Ser. Cost Total													

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

Signature, County Finance Officer _____ Date _____
 Signature, Chairman, Board of Commissioners _____ Date _____
 Authorized Signatory of _____ Date _____
 Community Service Provider

North Carolina Division of Aging
 Service Cost Computation Worksheet C:\732A.xls

Doc-732A

County: Jones
 Provider: Jones County DSS
 Budget Period: 7/1/16 through 6/30/17
 Revision: Yes, no, revision date

I. Projected Revenues	Grand Total	Service						
		CN	HDM	JHA LV II	Service	Service	Service	Service
A. Fed/State Funding From the Division of Aging	105,733	38,736	39,704	27,293	0	0	0	0
1) Required Minimum Match - Cash	11,748	4,304	4,412	3,033	0	0	0	0
2) Total Required Minimum Match - Cash	0	0	0	0	0	0	0	0
3) Required Minimum Match - In-Kind	11,748	4,304	4,412	3,033	0	0	0	0
1) Total Required Minimum Match - In-Kind	0	0	0	0	0	0	0	0
2) Total Required Minimum Match (Cash + In-Kind)	11,748	4,304	4,412	3,033	0	0	0	0
C Subtotal, Fed/State/Required Match Revenues	117,481	43,040	44,116	30,326	0	0	0	0
D. USDA Cash Subsidy/Commodity Valuation	10,575	4,425	6,150	0	0	0	0	0
E. OAA Title V Worker Wages, Fringe Benefits and Costs	0	0	0	0	0	0	0	0
Local Cash, Non-Match	0	0	0	0	0	0	0	0
1) EDIAP	0	0	0	0	0	0	0	0
2) Other Revenues, Non-Match	0	0	0	0	0	0	0	0
3) Subtotal, Local Cash, Non-Match	0	0	0	0	0	0	0	0
G. Subtotal, Other Revenues, Non-Match	0	0	0	0	0	0	0	0
Local In-Kind Resources (Includes Volunteer Resources)	0	0	0	0	0	0	0	0
1) Client Program Income	0	0	0	0	0	0	0	0
2) Subtotal, Local In-kind Resources, Non-Match	0	0	0	0	0	0	0	0
H. Subtotal, Local In-kind Resources, Non-Match	0	0	0	0	0	0	0	0
I. Client Program Income	0	0	0	0	0	0	0	0
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	128,056	47,465	50,266	30,326	0	0	0	0
Percent of Grand Total	100%	37.07%	39.25%	23.68%	0.00%	0.00%	0.00%	0.00%

Division of Aging Service Cost Computation Worksheet 3/99		Grand Total		Service CN	Service HDM	Service IHA LV II	Service	Service	Service	Service	Service
III. Computation of Rates											
A. Computation of Unit Cost Rate:											
1. Total Expenses (equals line II.J)	98,764	44,436	54,328	30,364	0	0	0	0	0	0	0
2. Total Projected Units		5,900	8,200	1,930	0	0	0	0	0	0	0
3. Total Unit Cost Rate		7,5315	6,6254	15,7326	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
B. Computation of Reimbursement Rate:											
1. Total Revenues (equals line I.J)	128,056	47,465	50,266	30,326	0	0	0	0	0	0	0
2. Less: USDA (equals line I.D)	10,575	4,425	6,150	0	0	0	0	0	0	0	0
Title V (equals line I.E and II.D)	0	0	0	0	0	0	0	0	0	0	0
Non Match In-Kind (equals line I.H and II.C)	0	0	0	0	0	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursement	117,481	43,040	44,116	30,326	0	0	0	0	0	0	0
4. Total Projected Units (equals line III.A.2)		5,900	8,200	1,930	0	0	0	0	0	0	0
5. Total Reimbursement Rate		7,2949	5,3800	15,7130	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
C. Units Reimbursed Through HCCBG											
D. Units Reimbursed Through Program Income*		5,900	8,200	1,930	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
E. Units Reimbursed Through Remaining Revenues		0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
F. Total Units Reimbursed/Total Projected Units		5,900	8,200	1,930	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
		43040	44116	30326	0	0	0	0	0	0	0
		5900	8200	1930	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
		7,2949	5,38	15,713	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

* 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.

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

HCCBG Reimbursement Rate
Block Grant Funding
DOA-732A Line I.A
DOA-732 Col. A

AGENCY NAME: Jones County DSS

NC DIVISION OF AGING
 COST OF SERVICES - ATTACHMENT A
 LABOR DISTRIBUTION SCHEDULE DOA-732A1

CN HDM

FY: 16-17

STAFF NAME	POSITION	FULL TIME	PART TIME	TOTAL SALARY	ADMIN. SALARY	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE
Shella Ward		full time		\$46,994	\$0	\$8,694		\$8,694		
Shirley Bell		part time		\$7,696	0	3,848		3,848		
Elver Holt		part time		\$3,848	0	0		0		
O. Wesley Stewart		full time		\$69,863	3,493	0		0		
Melanie B. Danza		full time		\$35,000	1,750	0		0		
				\$0		0		0		

SUBTOTAL FT:	\$151,857	\$5,243	\$8,694	\$8,694	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL PT:	11,544	3,848	3,848	3,848	0	0	0	0	0	0
TOTAL	\$163,401	\$9,091	\$12,542	\$12,542	\$0	\$0	\$0	\$0	\$0	\$0
PERCENT FT:	92.94%	57.67%	69.32%	69.32%						
PERCENT PT:	7.06%	42.33%	30.68%	30.68%						

DOA-733
(Rev. 2/15)

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2016 through June 30, 2017

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider JONES COUNTY DEPARTMENT OF SOCIAL SERVICES

County JONES

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure 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.

Jones County is a small rural county located in Eastern North Carolina. The County is home to approximately 10,153 with 17% of the population being over 65 years of age. The per capita income is \$20,066, making it one of the lowest in the state of North Carolina.

Jones County Department of Social Services provides In-Home Aide Level II Services to clients within Jones County. As part of the provisions in the In-Home Aide Level II service Jones County Department of Social Services will abide by the standards established by the North Carolina Division of Adult and Aging Services and the Area Agency on Aging.

Jones County Department of Social Services will provide In-Home Aide Level II Services to low-income minority elderly as well as other elderly clients 60 and over in Jones County. In-Home Aide Level II Services means the provision of care for persons 60 and over. These services will include assistance to the person by performing care or home management tasks which are essential to the activities of daily living and keeping the elderly client in their home. Basic daily living (ADL's) activities include: eating, dressing, bathing, and personal hygiene. Home management activities include: meal preparation, laundering, and reading, writing, and going to necessary activities. This service assists the primary caregivers who require respite care for their loved ones who are not able to stay at home by themselves for an extended period of time.

In-Home Level II Aide assessments and plan of care are completed by Jones County Department of Social Services to determine the needs for the individual, the level of care needed, what ADL's and IADL's are needed, and how many hours are needed per week for the individual.

In-Home Level II Aide will be contracted with a Home Health Agency. Jones County DSS will work closely with the contracted agency to ensure the clients' needs are being met, monitor the contract by communication with the contract service, make frequent visits with the clients and caretakers to ensure their services are being met and performed as stated in their plan of care, and conduct in-home visits while the aide is present. Other task Jones County DSS will be responsible for are ensuring the contract agency completes the In-Home Aide Competency Test and forms for all employed aides, review the daily work performance log with the plan of care to ensure clients are receiving the number of hours stated within the plan of care, the scheduled times the aides are required to work, and the assigned duties the aide is required to complete. If there are any discrepancies noted, Jones County DSS will ensure these discrepancies will be corrected immediately so clients' needs will continue to be met.

Jones County DSS will put in place a feedback form for the clients to fill out. The form will address issues or concerns clients have about the service they are receiving and any suggestions they may have to improve those services they are receiving.

DOA-734

(revised 5/15)

(Paragraph 8 revised; paragraphs 11, 12 & 13 added)

July 1, 2016 through June 30, 2017

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

Jones County Department of Social Services agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DOA-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 Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DOA-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 cost sharing/voluntary contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

DOA-734

(revised 5/15)

(Paragraph 8 revised; paragraphs 11, 12 & 13 added)

Services will be maintained by the community service provider and any contracted providers.

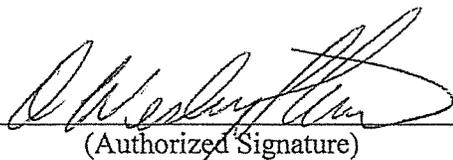
5. As specified in 45 CFR 92.36(b)(11), community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services 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 Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DOA-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 (DOA-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 (DOA-735) shall be maintained.
10. Providers In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
 - a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized "State Grant Certification of No Overdue Tax Debts."

DOA-734
(revised 5/15)

(Paragraph 8 revised; paragraphs 11, 12 & 13 added)

- 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 has provided a copy of their business license (for-profit subcontractors only).
 - f. 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. Information must be maintained in a secure environment with restricted access, and community service providers must establish procedures to prevent accidental disclosures from data processing systems. Community service providers, including subcontractors and vendors, must adhere to requirements for protecting the security and confidentiality of client information.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.

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


(Authorized Signature)

5/13/16
(Date)

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

July 1, 2016 through June 30, 2017

Home and Community Care Block Grant for Older Adults

Agreement for the Provision of County-Based Aging Services

This Agreement, entered into as of this 1st day of July, 2015, by and between the County of Jones (hereinafter referred to as the "County") and the Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

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

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

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

<u>Jones County Dept. of Social Services</u>	
<u>CARTS</u>	
<u>Coastal Community Action</u>	

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

2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

3. Grant Administration. The grant administrator for the Area Agency shall be Tonya Cedars, Administration, Human Services Director. The grant administrator for the County shall be Frankie Howard, County Manager.

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

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DOA-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DOA-732).

(a) Interim Payments to the County

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

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

(b) Reimbursement of Service Costs

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

(c) Role of the County Finance Director

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

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

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

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

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

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

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

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

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

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08 located at <http://ncdhhs.gov/aging/admltrs/2012/DAAS-12-08.pdf> . As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

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

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

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

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Circular A-133, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>.

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> Less than \$25,000 in State or Federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> Greater than \$25,000 and less than \$500,000 in State or Federal Funds 	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> \$500,00+ in State funds <u>and</u> Federal pass through in an amount less than \$500,000 	Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)	May use State funds, but <u>not</u> Federal Funds
<ul style="list-style-type: none"> \$500,000+ in State funds <u>and</u> \$500,000+ in Federal pass through funds (i.e. at least \$1,000,000) 	Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)	May use State and Federal funds
<ul style="list-style-type: none"> Less than \$500,000 in State funds <u>and</u> \$500,000+ in Federal pass through funds 	Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)	May use Federal funds, but <u>not</u> State funds.

DOA-735

(revised 5/15)

(Paragraphs 21 & 22 added)

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.
13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

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

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://www.ncdcr.gov/archives/ForGovernment/RetentionSchedules/AuthorizedDestruction.aspx>.

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

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

DOA-735
(revised 5/15)
(Paragraphs 21 & 22 added)

- 23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

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

Jones County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

_____ By: _____
Area Agency Director Executive Director,
Eastern Carolina Council

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
FINANCE DIRECTOR, Eastern Carolina Council

NAME AND ADDRESS: Home and Community Care Block Grant for Older Adults
 COMMUNITY SERVICE PROVIDER: Coastal Community Action, Inc
 County Funding Plan
 PO Box 729
 Newport NC 28570
 Provider Services Summary
 DAAS-732 (Rev. 2/16)
 County _____ JONES
 July 1, 2016 through June 30, 2017
 REVISION # . DATE :

Services	Ser. Delivery (Check One)		Block Grant Funding				Required		Net*		NSIP		Total		Projected		Projected	
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse Rate	HCCBG Clients	Total Units				
Senior Companion	x			6972			775	7747		7747	1614	4.799		7	1614			
Total			0	6972	0		775	7747	0	7747	1614			7	1614			

*Adult Day Care & Adult Day Health Care Net Service Cost
 ADC ADHC
 Daily Care
 Transportation
 Administrative
 Net Ser. Cost Total

Certification of required minimum local match availability.
 Required local match will be expended simultaneously with Block Grant Funding.
 Authorized Signature, Title
 Signature, Chairman, Board of Commissioners

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

North Carolina Division of Aging and Adult Services
 Service Cost Computation Worksheet c:\732a.xls
 Provider: Coastal Community Action, Inc
 County: JONES
 Budget Period: 7/1/2016 through 6/30/2017
 Revision ___ yes, ___ no, revision date _____

DAAS-732A
 3/99

1. Projected Revenues	Grand Total									
	Total	Service								
A. Fed/State Funding From the Division of Aging	6,972	6,972								
Required Minimum Match - Cash	0									
1)	0									
2)	0									
3)	0									
Total Required Minimum Match - Cash	775	775								
Required Minimum Match - In-Kind	0									
1)	0									
2)	0									
3)	0									
Total Required Minimum Match - In-Kind	0									
B. Total Required Minimum Match (cash + in-kind)	775	775								
C. Subtotal, Fed/State/Required Match Revenues	7,747	7,747								
D. NSIP Cash Subsidy/Commodity Valuation	0									
E. OAA Title V Worker Wages, Fringe Benefits and Costs	0									
Local Cash, Non-Match	0									
1)	0									
2)	0									
3)	0									
4)	0									
F. Subtotal, Local Cash, Non-Match	0									
Other Revenues, Non-Match	0									
1)	0									
2)	0									
3)	0									
G. Subtotal, Other Revenues, Non-Match	0									
Local In-Kind Resources (Includes Volunteer Resources)	0									
1)	0									
2)	0									
3)	0									
H. Subtotal, Local In-Kind Resources, Non-Match	0									
I. Client Cost Sharing	0									
J. Total Projected Revenues (Sum I, C, D, E, F, G, H, & I)	7,747	7,747	0	0	0	0	0	0	0	0

Division of Aging
Service Cost Compilation Worksheet

II. Line Item Expense	Grand Total		Service													
	Total	Admin. Cost	1	2	3	4	5	6	7	8	9	10	11	12		
Staff Salary From Labor Distribution Schedule																
1) Full-time Staff	1,240															
2) Part-time Staff (do not include Title V workers)	0															
A. Subtotal, Staff Salary	1,240	0	1,240	0	0	0	0	0	0	0	0	0	0	0	0	0
Fringe Benefits																
1) FICA @ %	0															
2) Health Ins. @	0															
3) Retirement @	0															
4) Unemployment Insurance	0															
5) Worker's Compensation	0															
6) Other (Fringes)	310		310													
B. Subtotal, Fringe Benefits	310	0	310	0	0	0	0	0	0	0	0	0	0	0	0	0
Local In-Kind Resources, Non-Match																
1)	0															
2)	0															
3)	0															
C. Subtotal, Local In-Kind Resources Non-Match	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs	0															
Travel																
1) Per Diem	0															
2) Mileage Reimbursement Staff travel @ .45 per mile	224		224													
3) Other Travel Cost:	0															
E. Subtotal, Travel	224	0	224	0	0	0	0	0	0	0	0	0	0	0	0	0
General Operating Expenses																
1) Volunteer stipends @2.65 per hour	4,277		4,277													
2) Volunteer recognition/required	80		80													
3) Volunteer liability insurance	80		80													
4) Volunteer travel reimbursement @.28 per mile	976		976													
5) Volunteer SBI & FBI checks/required	160		160													
6) Volunteer physical required	400		400													
7)	0		0													
8)	0		0													
F. Subtotal, General Operating Expenses	5,973	0	5,973	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Subtotal, Other Administrative Cost Not Allocated																
In Lines II.A through F																
H. Total Proj. Expenses Prior to Admin. Distribution	7,747	0	7,747	0	0	0	0	0	0	0	0	0	0	0	0	0
I. Distribution of Administrative Cost																
J. Total Proj. Expenses After Admin. Distribution	7,747		7,747													

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Service								
III. Computation of Rates										
A. Computation of Unit Cost Rate:										
1. Total Expenses (equals line II.J)	7,747	7,747	0	0	0	0	0	0	0	0
2. Total Projected Units	0	0	0	0	0	0	0	0	0	0
3. Total Unit Cost Rate	0	0	0	0	0	0	0	0	0	0
B. Computation of Reimbursement Rate:										
1. Total Revenues (equals line I.J)	7,747	7,747	0	0	0	0	0	0	0	0
2. Less: NSIP (equals line I.D)	0	0	0	0	0	0	0	0	0	0
Tile V (equals line I.E and II.D)	0	0	0	0	0	0	0	0	0	0
Non Match In-Kind (equals line I.H and II.C)	0	0	0	0	0	0	0	0	0	0
3. Revenues Subject to Unit Reimbursement	7,747	7,747	0	0	0	0	0	0	0	0
4. Total Projected Units (equals line III.A.2)	0	0	0	0	0	0	0	0	0	0
5. Total Reimbursement Rate	0	0	0	0	0	0	0	0	0	0
C. Units Reimbursed Through HCCBG										
D. Units Reimbursed Through Program Income*	0	0	0	0	0	0	0	0	0	0
E. Units Reimbursed Through Remaining Revenues	0	0	0	0	0	0	0	0	0	0
F. Total Units Reimbursed/Total Projected Units	0	0	0	0	0	0	0	0	0	0

* 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.

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

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

DAAS-733
(Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2016 through June 30, 2017

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Coastal Community Action, Inc.

County JONES

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

Coastal Community Action, Inc is a community action agency/anti-poverty agency for the service area including Carteret, Craven, Jones, Lenoir and Pamlico County. The agency has a rich history of fifty years of addressing the needs of the low income, elderly and disabled population.

CCA will make the necessary efforts to ensure these individuals are represented proportionately in terms of services offered through programs funded by HCCBG

The low income minority population will be targeted with the following methods:

- *flyers/brochures distributes at minority churches
- *information distributed at nutrition sites/senior centers/DSS/low income senior housing
- *continuous recruitment by word of mouth from both volunteers and clients

DAAS-734
(revised 2/16)

July 1, 2016 through June 30, 2017

Home and Community Care Block Grant for Older Adults

Community Service Provider

Standard Assurances

Coastal Community Action, Inc. agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

DAAS-734
(revised 2/16)

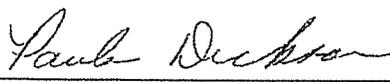
Services will be maintained by the community service provider and any contracted providers.

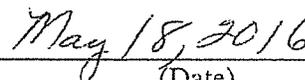
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.
10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
 - a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, (19 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."

DAAS-734
(revised 2/16)

- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.

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


(Authorized Signature)


(Date)

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

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

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

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

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

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

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

Agency Name: Coastal Community Action, Inc.

Name of Agency Administrator: Paula Dickson

Signature:  Date: 5/15/16

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



303 McQueen Avenue, PO Box 729
Newport, North Carolina 28570
T 252.223.1630 F 252.223.1689
www.coastalca.org

May 17, 2016

Memo: Jones Aging Planning Board approved HCCBG FUNDING FY 16/17

Agency: Coastal Community Action Inc.

Service: Senior Companion Program

Included in this packet you will find the following:

- DOA 732
- DOA 732A
- DOA 732A1
- DOA 733
- DOA 734
- Standard Assurance to Comply with the Older Americans Act Requirements regarding Client Bill of Rights

Sincerely,

Georgia Newkirk
Senior Companion Program Director

MAY 23 2016

Paula A Dickson
Executive Director

Susan Lacy
Chair

Jerol Bryant
Vice-Chair

Peggie Garner
Secretary

Skeet Woolard
Treasurer

NAME AND ADDRESS
 COMMUNITY SERVICE PROVIDER
 CARTS
 2822 Neuse Blvd.
 New Bern, NC 28562

Home and Community Care Block Grant for Older Adults
 County Funding Plan
 Provider Services Summary

DAAS-732 (Rev. 2/16)
 County _____ Jones
 July 1, 206 through June 30, 2017
 REVISION # 1, DATE: May 11, 2016

Services	Ser. Delivery (Check One)		Block Grant Funding				Required Local Match	Net* Serv Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate	Projected HCCBG Clients	Projected Total Units
	Direct	Purch.	Access	In-Home	Other	Total								
Transportation	X		20967			20967	2330	23297		23297	1324	17.6	10	1324
Total			20967		0	20967	2330	23297	0	23297	1324		10	1324
*Adult Day Care & Adult Day Health Care Net Service Cost														
Daily Care														
Transportation														
Administrative														
Net Ser. Cost Total														

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

Signature, County Finance Officer _____ Date _____

Signature, Chairman, Board of Commissioners _____ Date _____

Authorized Signatory, Title _____ Date _____
 Community Service Provider _____

North Carolina Division of Aging and Adult Services
 Service Cost Computation Worksheet c:732a.xls
 Provider: CARTS
 County: JONES
 Budget Period: July 1, 2016 through June 30, 2017
 Revision: X__yes, __no, revision date 5/11/16

DoA-732A
 3/99

1. Projected Revenues		Transportation									
		Grand Total	Service								
A. Fed/State Funding From the Division of Aging		20,967	20,967								
Required Minimum Match - Cash		2,330	2,330								
1)		2,330	2,330								
2)		0									
3)		0									
Total Required Minimum Match - Cash		2,330	2,330								
Required Minimum Match - In-Kind		0									
1)		0									
2)		0									
3)		0									
Total Required Minimum Match - In-Kind		0									
B. Total Required Minimum Match (Cash + In-Kind)		2,330	2,330								
C. Subtotal, Fed/State/Required Match Revenues		23,297	23,297								
D. USDA Cash Subsidy/Commodity Valuation		0									
E. OAA Title V Worker Wages, Fringe Benefits and Costs		0									
Local Cash, Non-Match		0									
1)		0									
2)		0									
3)		0									
4)		0									
F. Subtotal, Local Cash, Non-Match		0									
Other Revenues, Non-Match		0									
1)		0									
2)		0									
3)		0									
G. Subtotal, Other Revenues, Non-Match		0									
Local In-Kind Resources (Includes Volunteer Resources)		0									
1)		0									
2)		0									
3)		0									
H. Subtotal, Local In-Kind Resources, Non-Match		0									
I. Client Cost Sharing		0									
J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I)		23,297	23,297								

Division of Aging
Service Cost Computation Worksheet

II. Line Item Expense	Grand		Service																	
	Total	Admin. Cost	Service																	
Staff Salary From Labor Distribution Schedule																				
1) Full-time Staff	17,011	17,011																		
2) Part-time staff (do not include Title V workers)	22,084																			
A. Subtotal, Staff Salary	39,095	17,011	22,084	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fringe Benefits																				
1) FICA @ %	2,991																			
2) Health Ins. @	528																			
3) Retirement @	2,635	1,147	1,488																	
4) Unemployment Insurance	0																			
5) Worker's Compensation	1,367	58	1,310																	
6) Other	0																			
B. Subtotal, Fringe Benefits	4,002	1,204	2,798	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Local In-Kind Resources, Non-Match																				
1)	0																			
2)	0																			
3)	0																			
C. Subtotal, Local In-Kind Resources Non-Match	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. OAA Title V Worker Wages, Fringe Benefits and Costs	0																			
Travel																				
1) Per Diem	0																			
2) Mileage Reimbursement	0																			
3) Other Travel Cost:	0																			
E. Subtotal, Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Operating Expenses																				
1) Office Supplies	325	325																		
2) Telephone, Postage, Utilities	250	250																		
3) Printing, M/R Equipment	150	150																		
4) Contract Services	200	200																		
5) Dues	70	70																		
6) CCM Garage, Fuel	6,000		6,000																	
7)	0																			
8)	0																			
F. Subtotal, General Operating Expenses	6,995	995	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Subtotal, Other Administrative Cost Not Allocated in Lines II.A through F																				
H. Total Proj. Expenses Prior to Admin. Distribution	50,092	19,210	30,882	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. Distribution of Administrative Cost		7,585	-7,585	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J. Total Proj. Expenses After Admin. Distribution	23,297		23,297	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Division of Aging and Adult Services
Service Cost Computation Worksheet

	Grand Total	Service								
III. Computation of Rates										
A. Computation of Unit Cost Rate:										
1. Total Expenses (equals line II.J)	23,297	23,297								
2. Total Projected Units	1,324									
3. Total Unit Cost Rate	17,5659	#DIV/0!								
B. Computation of Reimbursement Rate:										
1. Total Revenues (equals line I.J)	23,297	23,297								
2. Less: USDA (equals line I.D)	0	0								
Title V (equals line I.E and II.D)	0	0								
Non Match In-Kind (equals line I.H and II.C)	0	0								
3. Revenues Subject to Unit Reimbursement	23,297	23,297								
4. Total Projected Units (equals line III.A.2)	1,324	1,324								
5. Total Reimbursement Rate	17,5659	#DIV/0!								
C. Units Reimbursed Through HCDBG										
D. Units Reimbursed Through Program Income*	1,324	#DIV/0!								
E. Units Reimbursed Through Remaining Revenues	0	#DIV/0!								
F. Total Units Reimbursed/Total Projected Units	1,324	#DIV/0!								

* 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.

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

	DOA-732A	DOA-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
USDA Subsidy	Line I.D	Col. D
Total Funding	Line I.C+I.D	Col. E
Projected HCDBG 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

Executive Summary

The Jones County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has reviewed and updated the County Plan.

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Jones County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

Priorities for Funding: Through a risk & needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency in Jones County.

1. Restitution/Community Service
2. Interpersonal Skill-Building with Mediation/Conflict Resolution
3. Family Counseling
4. Temporary Shelter Care

Monitoring and Evaluation: Each program funded in the past year by the JCPC has been monitored. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions. The JCPC continues to conduct implementation monitoring of its funded programs on a quarterly basis.

Funding Recommendations: Having published a Request for Proposals for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and has determined which proposals best meet the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Public, Division of Adult Correction and Juvenile Justice (DPS DJJ) funds to the following Programs in the amounts specified below for the upcoming fiscal year: (See JCPC Funding Allocations page)

1. Family Counseling, Restitution/Community Service, Mediation/Conflict Resolution: \$78,902
2. Temporary Shelter Care: \$2,000

The JCPC further recommends that the following amount be allocated from the NC DJJ funds for the administrative costs of the Council for fiscal year 16-17: \$5,693

Respectfully Submitted,

Eileen Dove, Chair
Jones County Juvenile Crime Prevention Council

Date: _____

Jones County
NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 86,595 Local Match: \$ 20,340 Rate: 20%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS/JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non-DPS/JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
	JCPC Administration	\$5,693						\$5,693	
	Mediation Center of Eastern Carolina	\$78,902			\$17,940			\$96,842	19%
	Coastal Horizons Center, Inc.	\$2,000			\$2,400			\$4,400	55%
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
	TOTALS:	\$86,595			\$20,340			\$106,935	19%

The above plan was derived through a planning process by the Jones County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2016-2017.

Amount of Unallocated Funds _____
 Amount of funds reverted back to DPS _____
 Discretionary Funds added _____

check type initial plan update final
 ---DPS Use Only---

Reviewed by _____	Area Consultant	_____	Date
Reviewed by _____	Program Assistant	_____	Date
Verified by _____	Designated State Office Staff	_____	Date

[Signature]
 Chairperson, Juvenile Crime Prevention Council (Date)
[Signature] 05/13/16
 Chairperson, Board of County Commissioners or County Finance Officer (Date)



EXHIBIT E

Social Services Board

Zack Koonce
Russell Roberts
Helen Jones Hill
Phoebe Emory

Jones County
Department of Social Services
418 NC Hwy. 58N Unit D Trenton, North Carolina 28585
Phone: 252-448-2581 Fax: 252-448-5651

Director
O. Wesley Stewart

June 2, 2016

Accommodating Home Health Care
1425 S. Glenburnie Rd, #1
New Bern, NC 28562

Dear Carolyn;

We have utilized the services of Accommodating HHC for our In-Home Aid Level II program for the past year. We have been pleased with your agency and the services you provide to the seniors of Jones County. We would like to extend our present contract (in effect as of July 1, 2015) with you through June 30, 2017. If this is acceptable with you, please sign, date and return the section below by June 13th, 2016.

Again, thank you for your services and we look forward to working with you in fiscal year 2016-2017.

Sincerely,

O. Wesley Stewart
Director

I, Carolyn B. Stewart, RN representing Accommodating Home Health Care, am satisfied with the relationship between my company and the Jones County Department of Social Services, therefore I agree to extend our present contract for providing In-Home Aid Level II services at the rate of

\$13.88 per unit through June 30, 2017.

Carolyn B. Speed RN
Accommodating Home Health Care

6/3/2016
Date

R. Wesley
Jones County

6/6/16
Date

This Instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. DATE 6/6/16
FINANCE OFFICER Brian C. Moore



Social Services Board

Zack Koonce
Russell Roberts
Helen Jones Hill
Phoebe Emory

Jones County
Department of Social Services
418 NC Hwy. 58N Unit D Trenton, North Carolina 28585
Phone: 252-448-2581 Fax: 252-448-5651

Director

O. Wesley Stewart

June 2, 2016

J and S Catering
C/O Jennifer Spain
Post Office Box 866
Bayboro, NC 28575

Dear Jennifer,

We have utilized the services of your company, J and S Catering, for our Senior Center meals for the last 10+ years. During that time, we have been extremely pleased with the services you offer and the congregate and home delivered meals that you prepare for our seniors. Given our positive experiences and the fact that you have followed the catering contract to the letter, we would like to extend our present contract (in effect as of July 1, 2015) with you through June 30th, 2017. If this is acceptable with you, please sign, date and return the section below by June 13th, 2016.

Again, thank you for your services and we look forward to working with you in fiscal year 2016-2017.

Sincerely,


O. Wesley Stewart
Director

I, Jennifer Spain, representing J and S Catering in Bayboro, am satisfied with the relationship between my company and the Jones County Senior Center, therefore I agree to extend our present contract for providing home delivered and

congregate meals at the rate of \$4.16 per unit through June 30, 2017.

Jenny Sanders Speer
Hand S Catering
6-3-16
Date

D. Wesley Steen
Jones County
6/6/16
Date

This Instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. DATE 6/6/16
FINANCE OFFICER Brenda Cleece