**July 1, 2019 through June 30, 2020**

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

**Community Service Provider**

**Standard Assurances**

Community Service Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

1. The County Funding Plan
2. The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers
3. The Division of Aging and Adult services standards at <https://www.ncdhhs.gov/divisions/daas/monitoring>

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

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority older adults will be addressed in the manner specified on the Outreach Methodology to Address Service Needs of Target Population (DAAS-733).

3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:

1. Eligibility determination
2. Client intake/registration
3. Client assessment/reassessments and quarterly visits, as appropriate
4. Determination of the amount of services to be received by the client
5. Review of consumer contributions policies with eligible clients

4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any subcontracted providers.

5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and subcontracted providers may appeal or dispute a decision made by the community service provider.

6. Applicant/client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers.

7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.

8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).

9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

1. 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 Older Americans Act (DAAS-734 Standard Assurances Regarding In-Home Client Rights).
2. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
3. The subcontractor has not been suspended or debarred. ([N.C.G.S. §143C-6-23](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143C/GS_143C-6-23.html), [09 NCAC 03M](http://reports.oah.state.nc.us/ncac/title%2009%20-%20governor%20and%20lt.%20governor/chapter%2003%20-%20state%20budget%20and%20management/subchapter%203m/subchapter%203m%20rules.html))
4. The subcontractor has not been barred from doing business at the federal level.
5. The subcontractor is able to produce a notarized “State Grant Certification of No Overdue Tax Debts.
6. 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.
7. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
8. Confidentiality and Security. Per the requirements in [10A NCAC 05J](http://reports.oah.state.nc.us/ncac/title%2010a%20-%20health%20and%20human%20services/chapter%2005%20-%20aging%20-%20general%20provisions/subchapter%20j/subchapter%20j%20rules.html) 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 Aging and Adult Services is notified of suspected or confirmed security incidents and data breaches.
9. 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 schedules posted at <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> by the NC Department of Health and Human Services Controller’s Office, as well as the local government agency schedules posted at <https://archives.ncdcr.gov/government/local> by the NC Department of Natural and Cultural Resources.

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](http://reports.oah.state.nc.us/ncac/title%2007%20-%20natural%20and%20cultural%20resources/chapter%2004%20-%20archives%20and%20history/subchapter%20m/07%20ncac%2004m%20.0510.pdf) 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.

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(Authorized Signature) (Date)