

APPLICATION
AREA PLAN FY 2019

AAA: Charles

Address Line 1: Department of Community Services, Aging & Human Services Division

Address Line 2: 8190 Port Tobacco Rd

Address Line 3: Port Tobacco, MD 20677

Telephone #: 301-934-9305 (main) 301-934-0100 (AAA Director, direct line)

Website: www.charlescountymd.gov/aging

DUNS Number: 80570500

Tax ID/EIN: 52-6000925

Name of AAA Director: Lisa M. Furlow

Title of AAA Director: Chief of Aging & Human Services

E-mail for AAA Director: furlowl@charlescountymd.gov

AAA #: 08

Planning and Service Area #: 14

County(ies) within PSA: Charles County, MD

The Period Covered by this Area Plan is from 10/1/2018 to 9/30/2019;

I certify that I am authorized to submit this Area Plan Update on behalf of the designated Area Agency on Aging. I understand that:

- All funds are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies, and procedures of the U. S. Administration on Aging and the State of Maryland;
- Any proposed changes in this Area Plan shall be submitted in writing by me and upon approval by the State, such changes shall become part of the Area Plan.
- Funds must be administered in compliance with the Older Americans Act; Title VI of the Civil Rights Act of 1964; and Title V of the Rehabilitation Act of 1973, Section 504, which forbid discrimination because of race, color sex, religion, national origin, age or physical handicap in providing individuals with services or other benefits;
- Funds awarded by the State agency may be terminated at any time for violation of any terms and requirements of this agreement, pursuant to the terms of the Notification of Grant Award; and
- The Maryland Department of Aging reserves the right to delete or add additional requirements to the Area Plan and Update format as U. S. Administration on Aging and State requirements change; and

AREA PLAN FY 2019

Page 2

AAA: Charles

My signature on this Area Plan indicates that the Area Agency on Aging, which I represent, meets the assurances of the Older Americans Act, other federal and State laws and regulations and Maryland Department of Aging policy.

Usefulus

Signature of AAA Director

6/11/18

Date

County Executive, Mayor, or President of the Board of County Commissioners
(Required if the AAA is part of county or city government.)

Peter F. Murphy

Print Name

Peter F. Murphy

Signature

Charles County Com

Title

9.27.18

Date

Chairman of the Board of Directors
(Required if the AAA is a private non-profit organization.)

N/A

Print Name

Title

Signature

Date

Chairman, Commission on Aging, or Designee
(If applicable)

Mr. Maurice Dipoli

Print Name

Maurice Dipoli

Signature

ACA Chairman

Title

9/7/18

Date

Chairman, Advisory Council, or Designee
(If applicable)

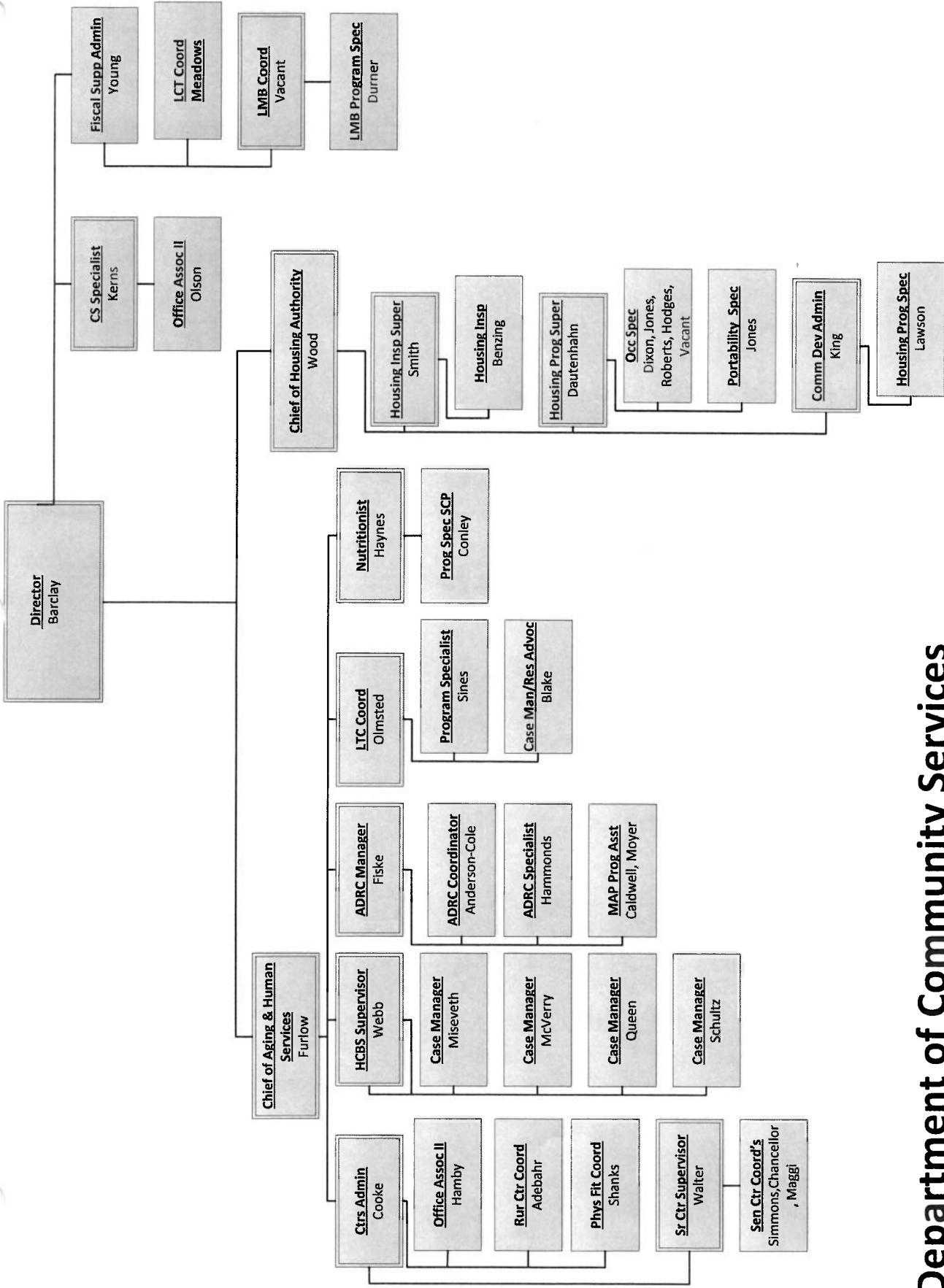
N/A

Print Name

Title

Signature

Date



Department of Community Services Organizational Chart

Revised 09/04/2018

PROPOSED STAFFING PLAN

FY2019		Total FTEs: 29		AAA: Charles	
Title of Position (employee names may be included)	Total Full Time Positions (FTE=35+ hours/weeks)	Specific Funding Sources (e.g. IIIB, State Ombudsman, etc...) If multiple, include the percentage per source.	Programs Covered by Position and Percentage of Time per Program		
Division Chief (LF)	1	90% Local, 10% IIIB	Administration		
Centers Administrator (KC)	1	90% Local, 10% IIIB	Senior Centers Administration		
Senior Center Supervisor (AW)	1	100% Local	Senior Centers Administration		
ADRC Manager (BF)	1	Local, FFP	95% ADRC/MAP/I&A, 5% MFP		
ADRC Coordinator (RC)	1	Local, FFP, IIIB, SHIP, SMP, MIPPA	75% ADRC/MAP/I&A, 10% IIIB, 15% CMS Progs		
ADRC Program Specialist (JH)	1	Local, FFP, IIIB	85% ADRC/MAP/I&A, 15% IIIB Access		
MAP Program Assistant (CC)	0.5	Local, FFP	ADRC/MAP		
MAP Program Assistant (KM)	0.5	Local, FFP	ADRC/MAP		
MAP Program Assistant (HC)	0.5	Local, IIIB, FFP	ADRC/MAP		
MAP Program Assistant (SH)	0.5	Local, FFP	ADRC/MAP		
HCBS Supervisor, RN (SW)	1	Medicaid Direct Billing	Medicaid CO Waiver, CFC, CPAS		
HCBS Case Manager (SM)	0.6	Medicaid Direct Billing	Medicaid CO Waiver, CFC, CPAS		
HCBS Case Manager (KM)	0.6	Medicaid Direct Billing	Medicaid CO Waiver, CFC, CPAS		
HCBS Case Manager (CQ)	0.6	Medicaid Direct Billing	Medicaid CO Waiver, CFC, CPAS		
HCBS Case Manager (CS)	0.6	Medicaid Direct Billing	Medicaid CO Waiver, CFC, CPAS		
HCBS Case Manager (LB) (begins 7/1/18)	0.6	Medicaid Direct Billing	Medicaid CO Waiver, CFC, CPAS		
Long Term Care Coordinator (CO)	1	Local, Sr Care Adm, IIIB, IIIE, VEPI-Guard, FFP	35% Sr Care, 35% IIIE, 15% IIIB, VEPI, MAP		
Long Term Care Program Specialist (KS)	1	Local, Sr Care Case Mgmt, Sr Guard, SALGSH, VEPI-Gua	45% Sr Care, 15% Sr Guard, VEPI-Guard, 20% SALGHS		
Long Term Care Case Manager (new in FY19)	0.6	Local, IIIB, FFP	75% IIIB Case Management, 25% MAP		
Long Term Care Resident Advocate (VACANT)	0.6	State Omb, Title VII	100% Ombudsman/Elder Abuse Prevention		
Nutritionist, RD (CH)	1	Local, IIIC1, IIIC2	95% Nutrition programs: 5% Senior Center Plus Adm		
Program Specialist: Senior Center Plus (HC)	1	Local, SC+ fees, FFP	90% Senior Center Plus, 10% MAP		
Program Assistant, Senior Center Plus (RM)	0.4	Local, program fees	Senior Center Plus		
Office Associate, Senior Centers (JH)	1	Local	Senior Centers General Office Support		
Rural Center Coordinator, NCC/NSC (DA)	1	Local	80% Community Center, 20% Senior Center		
Senior Center Coordinator, Waldorf (MM)	0.9	Local	Waldorf Senior Center		
Senior Center Coordinator, Indian Head (CS)	1	Local, program fees	Indian Head Senior Center		
Senior Center Coordinator, La Plata (SC)	1	Local	Clark Senior Center		
Physical Fitness Coordinator (DS)	1	Local, IIID	Physical Fitness & Health Promotion at Centers		
Fitness Instructors (multiple/contractual per hr)	0.3	Local, fees; IIID for Evidence Based Programs	Physical Fitness & Evidence Based Programs		
Senior Center Program Assistant, La Plata (VR)	0.5	Local	Senior Center		
Senior Center Program Assistant, La Plata (CS)	0.5	Local	Senior Center		
Senior Center Program Assistant, La Plata (KH)	0.5	Local	Senior Center		
Senior Center Program Assistant, La Plata (KH)	0.4	Local, IIIC1	Congregate Meal Program		
Senior Center Nutrition Aide, La Plata (CM)	0.4	Local, IIIC1	Congregate Meal Program		
Senior Center Program Assistant, IH (MH)	0.5	Local, IIID	Senior Center, Health Promotion, C1 Meal Program		
Senior Center Program Assistant, IH (BI)	0.5	Local	Senior Center, Health Promotion, C1 Meal Program		
Senior Center Program Assistant, IH (vacant)	0.5	Local, IIIC1	Senior Center, Health Promotion, C1 Meal Program		
Senior Center Program Assistant, WSC (CB)	0.4	Local	Senior Center		
Senior Center Program Assistant, WSC (JB)	0.4	Local, IIIC1	Senior Center, Congregate Meal Program		
Senior Center Program Assistant, WSC (JY)	0.4	Local	Senior Center		
Senior Center Program Assistant, NSC (MP)	0.6	Local, IIIC1	Senior Center, Congregate Meal Program		

EEO INFORMATION

FY 2019

AAA: Charles

Complete this form for positions that are currently filled.

Date Completed:

Type of Position	Gender		AGE AND DISABILITY STATUS				Racial-Ethnic Composition					
	M	F	18-59	60+	With a Disability	White	African-American	Hispanic	Asian-Pacific Is.	Native American	Two or more races	Other
1) Agency Executive/Management Staff		1				1						
2) Other Paid/Professional Staff												
A. Planning												
B. Development												
C. Administration		2	1	1	1	2						
D. Service Delivery		14	10	4	4	8	6					
E. Access/Care		15	12	3	3	11	4					
F. Other												
3) Clerical/Support Staff		1	1			1						
Total Staff	0	33	25	8	0	23	10	0	0	0	0	0

Administration Form D4

AGREEMENTS
(INCLUDING MEMORANDA OF UNDERSTANDING WITH LOCAL AGENCY PARTNERS)
For FY 2019

FY 2018

AAA: Charles

Name(s) of Agency(ies) Organizations, etc. in Agreements	Effective Date of Agreement	Monitor of Agreement (Person/Position)	Total funds in Agreement (if applicable) Identify if Revenue or Expense	Purpose of the Agreement or MOU (Describe briefly)
Charles County Meals on Wheels (all routes)	Ending 9/30/18 to be renewed prior to end date	Nutritionist	\$10,000 (expense)	Delivery of daily HDMs
Fenwick Landing	multi-year, renewable	Nutritionist	Fee for service	ADC meals

*If the AAA has additional agreements that could not be included above, please include a separate attachment with this information.
 * Please include any provider agreements with the Maryland Department of Health for Supports Planning and/or other services and any local partners with which the AAA has agreements (e.g. local health departments local departments of social services for MAP).*

Service Needs Form A

PROJECTED NUMBER OF CLIENTS TO BE SERVED	
UNDER TITLE III	
FY 2019	
AAA: Charles	
A. ELDERLY CLIENT COUNTS By Type of Service	TOTAL
1. Unduplicated Count of Persons to be Served for Registered Services Supported By OAA Title III	2,125
2. Estimated Unduplicated Count of Persons to be Served for Unregistered Services Supported by OAA Title III	4,115
3. Total Estimated Unduplicated Count of Persons to be Served through Services Supported by OAA Title III <i>Note: This total is not necessarily the sum of 1 and 2. There may be duplicates between 1 and 2, which will need to be subtracted out.</i>	4,224

B. TITLE III UNDUPLICATED CLIENT COUNTS	Clients for Registered Services	Clients for All Services	% Impact (Autofill)
1. Total Clients by Race or Ethnicity	2125	4224	#N/A
White (Alone) Non-Hispanic	1006	2001	47.37%
White (Alone) Hispanic	20	39	0.92%
American Indian or Alaskan Native (Alone)	7	14	0.33%
Asian (Alone)	26	52	1.23%
Black or African American (Alone)	1042	2070	49.01%
Native Hawaiian or Other Pacific Islander (Alone)	5	10	0.24%
Persons Reporting Some Other Race	11	22	0.52%
Persons Reporting 2 or More Races	8	16	0.38%
Race Missing	0	0	0.00%
2. Rural Clients	2125	4224	100.00%
3. Clients in Poverty	387	769	#N/A
4. Clients in Poverty/Minority	264	524	#N/A

Elderly Client Count: Individuals age 60 or older.

Registered Services include: Personal Care, Homemaker, Chore, Home-Delivered Meals, Adult Day Care/Health, Case Management, Congregate Meals, Nutrition Counseling and Assisted Transportation. Definitions are included in the Area Plan attachments.

Race, Ethnicity, Rural, Poverty and Poverty/Minority Data: Prior year data can be found in the NAPIS report Section I-B and I-C. Gray shaded cells are percentages of total clients served. Other Percentage Impact is of total older adults, total older adults in poverty, and total minority older adults in poverty

TITLE III - Eligible PROJECTED SERVICE USE PROFILE				CLUSTER 1 MISSING DATA - FY 2017		
PLEASE COMPLETE ALL BLANK FIELDS				Please report FY 2017 missing data from Cluster 1 Registered Services (page 6 of the FY 2017 NAPIS Report)		
FY 2019		AAA: Charles		FY 2019		AAA: Charles
Services	Number of Providers	Unduplicated Persons To Be Served	Projected Service Units	<u>CLUSTER 1 MISSING DATA – FY 2017</u>		
Cluster 1 Registered Services				Please report FY 2017 missing data from Cluster 1 Registered Services (page 6 of the FY 2017 NAPIS Report)		
1) Personal Care	13	60	4400			
2) Homemaker				Cluster 1 Registered Services	Number Missing	Percentage Missing (Relative to Total Clients in Cluster 1) (Autofill)
3) Chore				Age Missing	0	0.00%
4) Home-Delivered Meals	1	250	41000	ADL Missing	23	2.20%
4a) NSIP Home-Delivered Meals*				Live Alone Missing	23	2.20%
5) Adult Day Care/Day Health						
6) Case Management	1	850	1350	Total Clients in Cluster 1	1046	
Cluster 2 Registered Services				Please briefly discuss what efforts the AAA is taking in FY 2018 and FY 2019 to reduce the percentage missing in each area to 5% or less.		
7) Congregate Meals	1	1235	17000	Charles County AAA has met or exceeded this goal in each category and will continue its methods to assure achievement continues in FY18-19		
7a) NSIP Congregate Meals*						
8) Nutrition Counseling						
9) Assisted Transportation						
Total Unduplicated Registered Clients						
Cluster 3 Specified Non-Registered Services						
10) Transportation						
11) Legal Assistance	1		500			
12) Nutrition Education	1		850			
13) Information and Assistance	1		19800			
14) Outreach	1		8000			
15) Health Promotion	1	1400				
Total Unduplicated Count of Providers						
Cluster 4 Other Non-Registered Services (see list and instructions, p.2)						
Service Name**	Service Unit Name (Hours, classes, contacts, etc.)		Projected Service Units			
*NSIP projected meal counts (4a and 7a) are to be included in the Home-Delivered Meals (4) and Congregate Meals (7) figures. See NAPIS report Section II-A as well as the Definitions Appendix within that document. **Use the same name as the budget categories noted in the Excel Budget Sheet. NOTE: All Title III-eligible programs provided by the AAA and not considered elsewhere in the Area Plan should be listed in this chart.						

Chart 1 – Client Satisfaction and Meal Feedback

Please indicate the results of your most recent annual client satisfaction survey for home delivered and congregate meals, respectively, and indicate the year of survey. You may also list up to two additional, important feedback results. Answer "n/a" if the question is not included in your client satisfaction data collection.

	Home Delivered Program			Congregate Program		
	Number of clients responding "Yes"	Total responses	Year	Number of clients responding "Yes"	Total responses	Year
Charles						
Rate meal quality good to excellent	60	65	2017	33	36	2017
Would recommend the service to a friend	49	65		25	36	
Service helps them eat healthier foods	53	65		32	36	2017
Service helps improve their health	n/a	0		n/a	n/a	
Service allows them to see friends or socialize more	n/a	0		32	36	2017
Service allows them to remain living in their home	51	65		22	36	
Total	213	260		144	180	
Other						
Other						

Chart 2 – Summary of Estimated Services FY 2018 and 2019

	Home Delivered Meals				Congregate Meals				
	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated		FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated
Total Meals	33,429	40,963	41000	41000	Total Meals	17,976	16,643	17000	17000
NSIP Meals	30,767	38,976	39000	39000	NSIP Meals	9,532	11,154	9532	11154
Unduplicated clients	243	1,233	250	250	Unduplicated clients	1,175	1,233	1235	1235
Unduplicated Volunteers	150	150	150	150	Unduplicated Volunteers	25	7	25	25
Nutrition education units	725	744	750	750	Nutrition education	891	800	850	850

Chart 3 - Average Costs & Donations Across All Contractors (1)

	Home Delivered Meals			Congregate Meals			
	FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated		FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated
Cost/meal	5.75	5.75	5.75	Cost/meal	5.75	5.75	5.75
Donation/meal	1.05	1.11	1.11	Donation / meal	1.11	1.15	1.15

NOTES: (1) A contractor is an organization or business that is contracted to provide meals which a provider organization or contractor delivers to participants. An example of a contractor is a caterer.

(2) A Provider is an organization or person which provides services to clients under a formal contractual arrangement with an AAA or State Unit on Aging. An example is a Meals on Wheels organization which has an agreement with a AAA to deliver meals to clients, perform assessments, and similar non-catering services. Some organizations may function as both a contractor and a provider.

Chart 4 - Mandatory Monitoring and Screening Planned FY2019

Chart 5 - Closing or Opening of Congregate Meal Sites

	Home Delivered	Congregate	Name and complete address (street, city, zip) of site	Opening in FY2019	Closed in FYs 2018	Closing in FY2019
	Number of meal providers (2)	1	1	Food Prep site for all meal services: Robert Stedt	none	none
Planned AAA staff monitoring visits per meal provider	1	1	Waldorf Senior Center (will be re-locating mid-F			
Planned number of nutrition education topics/programs (3)	2	10	Richard R. Clark Senior Center, 1210 E. Charles			
Planned number of annual assessments per home delivered meal participant (Response is likely 1 or 2 based on annual or semi-annual assessments)	1		Indian Head Senior Center, 100 Cornwallis Sq. I			
Percent of all home delivered participants who will receive a priority screening (4)	80%		Nanjemoy Community Center/ Senior Program.			
Percent of participants who will be asked to complete a nutritional screening (5)	100%	100%				
Percent of FY 2017 HDM clients screened. If below 75%, describe how the AAA plans to achieve 75% or higher in FY2018.	25%					
Explanation (If Required):			The AAA offers and makes an effort to screen 10			
NOTES: (3) for example, Calcium education materials = 1 topic, please do not list the number of service units anticipated						
(4) reference: APD 17-04						
(5) using the DETERMINE checklist						

Service Needs Form D - Health Promotion

FY 2019

AAA: Charles

Chart 1: FY2017-FY2019 Actual and Projected Highest-Tier Evidence Based Programs Funded by Title III-D --Note: Title III-D funds may only support the highest-tier evidence based programs (as defined by ACL), provided without a fee.

FY2017		FY2018		FY2019	
(A) Actual Total Unduplicated Persons Served (Autofill)	(B) Actual Units of Service (sessions) (Autofill)	(A) Projected Total Unduplicated Persons Served	(B) Projected Units of Service (sessions)	(A) Projected Total Unduplicated Persons Served	(B) Projected Units of Service (sessions)
631	5743	669	5745	699	5800

Chart 2: FY2019 Projected Highest-Tier Evidence Based Programs (includes all funding sources) --Note: Title III-D funds may only support the highest-tier evidence based programs (as defined by ACL), provided without a fee. Include only programs that meet the III-D parameters, regardless of funding source.

(A) Name of Program (Select from Dropdown)	If "Other", identify program name	(B) Unduplicated Persons Served with III-D Funds*	(C) Total Unduplicated Persons Served (all funding sources)	(D) Total Unduplicated Program Completers	(E) Total Units of Service (sessions) supported by III-D funds	(F) Total Units of Service (sessions) all funding sources)	(G) Title III-D funding, if any	(H) Other funds, if any	(I) III-D Funding Per Person Served
<i>Arthritis Foundation Exercise</i>		250	250	250	2350	2350	\$ 1,500.00	\$	6
<i>Ten Club for Arthritis</i>		175	175	175	1182	1182	\$ 1,500.00	\$	8,571,428,571
<i>(DSMP) (Chronic Disease Self Management Program)</i>		24	24	24	144	144	\$ 1,500.00	\$	62.5
<i>Arthritis Foundation Aquatic</i>		60	60	60	420	420	\$ 1,500.00	\$	25
<i>Matinee of Balance</i>		30	30	30	240	240	\$ 1,500.00	\$	50
<i>Walk with Ease</i>		160	160	160	1409	1409	\$ 1,500.00	\$	9,375
Total*		699	699	699	5745	5745	\$ 9,000.00	\$	12,875,5648

*Total may not equal sum if a participant attends multiple classes

OMBUDSMAN PROGRAM DATA

FY 2019

AAA: Charles

1. Visitation (Advocacy Visits, non-complaint related based on recent NORIS data)

Type of Facility	10/1/16 - 9/30/17 (Actual)	10/1/17 - 9/30/18 (Projected)	10/1/18 - 9/30/19 (Projected)
# of Nursing Homes (NH)	4	4	4
# of NHs visited quarterly	4	4	4
% of NHs visited quarterly (autofill)	100.00%	100.00%	100.00%
# of Assisted Living Facilities (ALFs)	39	36	40
# of ALFs visited quarterly	36	36	40
% of ALFs visited quarterly (autofill)	92.31%	100.00%	100.00%

2. Cases and Complaints Data

	10/1/16 - 9/30/17 (Actual)	10/1/17 - 9/30/18 (Projected)	10/1/18 - 9/30/19 (Projected)
# of NH Cases Closed	33	30	30
# of NH Complaints Closed	67	60	60
# of ALF Cases Closed	14	10	10
# of ALF Complaints Closed	20	15	15

Service Needs Form E (Continued)

OMBUDSMAN PROGRAM DATA

3. Ombudsman Program Activities

AAA: Charles

	10/1/16 - 9/30/17 (Actual)			10/1/17 - 9/30/18 (Projected)			10/1/18 - 9/30/19 (Projected)		
	NH	ALF	Total	NH	ALF	Total	NH	ALF	Total
a) # of Volunteers (certified and non-certified)			0			1			1
b) # of Training Sessions for Facility Staff	0	0	0	0	0	0	4	0	4
c) # of Consults to Facilities			80			94			96
d) # of Information and Consultations to Individuals			123			80			90
e) # of Surveys Involved In	0	3	3	4	0	4	4	0	4
f) # of Sessions with Resident Councils	0	4	4	4	0	4	4	0	4
g) # of Sessions with Family Councils	0	0	0	0	0	0	0	0	0
h) # of Community Education Sessions			5			5			5

LEGAL ASSISTANCE PROGRAM DATA	
FY 2019	AAA: Charles
IIIB Provider Outreach Activities	
Location	<i>Description of Community Outreach Topic</i> <i>(i.e. - overview of Legal Assistance Program/Services, Advance Directives, Power of Attorney, scams, Money SMART for Older Adults, etc.)</i>
Senior Centers	Legal Aid Bureau- scheduled service appointment dates at Senior Centers
Community Venues	Legal Aid Bureau- free educational information on topics such as consumer debt, fraud prevention, advance directives, MOLST, etc.
Print materials for HDM Distribution	Legal Aid Bureau- developed educational materials for
Senior Centers	Activities in support of MD Law Day
SoMD Caregivers Conference	conference presentation on legal services
Additional Legal Services (non-contracted IIIB providers) <i>Please list services provided outside of contracted service providers' activities.</i>	
Contributor	<i>Description of Service Provided</i> <i>(i.e. - pro-bono assistance with advance directives on Law Day)</i>
Sixty Plus Legal Program	reduced cost legal services
Register of Wills	Educational programs regarding estates wills, probate, etc
Maryland Volunteer Lawyers Assoc	Educaitonal programs on elder law, legal assistance
Private Attorneys	Educational programs on elder law issues
Insurance Agencies	Educational programs on wills, beneficiaries, trusts, & final expense protections

Service Needs Form G

GUARDIANSHIP PROGRAM DATA		
FY 2019	AAA: Charles	
Avoidance Activities		
Number of Education/Training Events/Sessions:	Audience (family members, hospital/NH/ALF staff, etc.):	Topic(s) (i.e.: surrogate decision making, advance directives, overview of guardian responsibilities, appropriate referral process)

Service Needs Form G (Continued)

GUARDIANSHIP PROGRAM DATA				
FY 2019	AAA: Charles			
Actual and Projected Guardianship Data for State Fiscal Years				
Time Periods	Total Number of Guardianship Cases	Number of <u>NEW</u> Guardianship Cases	Number of Cases Avoided	Number of Medical Consultations
7/1/16 - 6/30/17 (Actual)	5	1	7	0
7/1/17 - 6/30/18 (Estimated)	7	3	5	0
7/1/18 - 6/30/19 (Projected)	7	1	4	0

**Please provide a brief description of any trends resulting in a significant change in the number of petitions and/or appointments (i.e. – a local entity filing a high percentage of the recent cases):	
Number of Case Managers:	0.2
Average Number of Wards per Case Manager:	6
Comments:	

NATIONAL FAMILY CAREGIVERS SUPPORT PROGRAM			
FY 2019		AAA: Charles	
Family Caregivers of Older Adults ONLY			
Service Category	Projected Units of Service	Number of Unduplicated Caregivers Served	Number of Unduplicated Providers
Education/Training/Support			
Respite Care			
Supplemental Services			
Access Assistance			
Information Services			
TOTAL	0	0	0

***See instructions regarding the local 25% matching funds requirement**

NATIONAL FAMILY CAREGIVERS SUPPORT PROGRAM			
Grandparent Caregiver Program			
Service Category	Projected Units of Service	Number of Unduplicated Caregivers Served	Number of Unduplicated Providers
Education/Training/Support			
Respite Care			
Supplemental Services			
Access Assistance			
Information Services			
TOTAL	0	0	0

***See instructions regarding 10% IIIIE Maximum for Grandparents and the local 25% matching funds requirement.**

MARYLAND ACCESS POINT OPERATIONS DATA				MARYLAND ACCESS POINT OPERATIONS DATA				MARYLAND ACCESS POINT OPERATIONS DATA								
Chart 1 - Information and Assistance				Chart 2 - Population Served (Assistance Only)				Chart 3 - Staffing								
Service Categories	FY 2019 Actual	FY 2018 Estimated	FY 2019 Estimated	Description	FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated	Category	FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated	FY 2017 Actual	FY 2018 Estimated	FY 2019 Estimated		
INFORMATION	11728	11960	11975	Adults ages 60+	854	1037	1100	FTE Staff for MAP	5	5	5	3	3	3		
REFERRAL	6452	6580	6666	Ages 21-59	114	136	150	Volunteers for MAP	5	5	6	6	6	6		
ASSISTANCE	1980	2386	2400	Age 20 or below	8	10	12	AIRS Certified Staff	2	2	4	3	3	3		
Application Assistance	754	944	925	Unknown Age	2	2	2	How many staff are performing Options Counseling?	8	8	8	8	8	8		
Related to CECCPAS	91	104	110	Total (Unuplicated)	988	1155	1264	How many certified staff are performing Options Counseling?	8	8	8	8	8	8		
Related to the Waiver Registry	346	415	420	Physical Disabilities				How many staff have received Person Centered Counseling Training?								
Other Applications	502	512	525	Intellectual/Developmental Disabilities	173	207	240	*Please follow the federal fiscal year (October 1 through September 30)								
Total # In-Depth Interviews for LTSS	521	585	606	Intellectual/Developmental Disabilities	38	45	50	Housing								
With written Action Plan for LTSS	0	0	0	Mental/Substance Use Disorders	17	44	50	Income/Financial Resources								
Arranging private pay services	227	264	250	Traumatic Brain Injury	10	12	14	In-Home Care								
All other assistance	913	1099	1100	Dementia/Alzheimer's and Related Disorders	81	97	106	Legal								
FOLLOW-UP*	11680	11913	12000	Veterans (60+)	74	40	43	Leisure								
Totals	35003	36458	36685	Informal Supporters/Caregivers	78	91	100	Nutrition/Food								
*Follow up: Units of service must be equal to or greater than the number of unuplicated people receiving assistance																

Totals (includes duplicates)

0

0

0

ELDER ABUSE PREVENTION PROGRAMS

FY 2019

AAA: Charles

Education/Training and Outreach

Please provide a brief description of proposed trainings to be provided to individuals, including caregivers described in part E of Title III, professionals, and paraprofessionals. Topics can include identification, prevention, and treatment of elder abuse, neglect, and exploitation, with particular focus on prevention and enhancement of self determination/autonomy.

Planned training opportunities include: Warning Signs of Elder Abuse; Residents Rights; Identifying Financial Exploitation of the Elderly & What to Do About It; Preventing Scams, Fraud, and Abuse of Older Adults; Getting Help: Accessing Your Community Resources

Indicate the projected number of training sessions:

	Number of Sessions	Total Number of Attendees
Sessions directed to seniors who live in the community	6	75
Sessions directed to seniors who live in institutional settings	4	40
Sessions directed to professionals	2	35

Coordination

1. In your jurisdiction, is there an inter-agency group that carries out elder abuse activities?

A. Yes No

B. If yes, please provide a brief description of the group, including the name, others involved, and frequency of meetings.

The local Interagency on Aging (IAC) includes representatives from DSS/Adult Protective Services; the local Health Department; Aging Services personnel who meet quarterly. The Joint Care Plan team meets weekly to coordinate home & community based services for vulnerable elderly, as well. An interdisciplinary team meets as needed to address complex cases

2. Does the group have a Memorandum of Understanding or any other coordinating agreement in place?

A. Yes No

SUMMARY BUDGET FY 2019

Budget Page 1 **Date: 5/31/2018**
AAA: Charles

<i>Funding Allocation</i>	Older Americans Act Funds	Non-Older Americans Act Funds	NSIP Funds	Program Income	Total Budget
<i>Administration</i>	\$ -	\$ 80,920			\$ 80,920
<i>Community Services IIIB</i>	\$ 141,593	\$ 1,025,876		\$ -	\$ 1,167,469
<i>Congregate Meals IIIC1</i>	\$ 132,795	\$ 47,596	\$ -	\$ 19,600	\$ 199,991
<i>Home Delivered Meals IIIC2</i>	\$ 81,255	\$ 55,780	\$ 35,649	\$ 34,600	\$ 207,284
<i>Evidence Based Health Promotion IIID</i>	\$ 9,000				\$ 9,000
<i>Nat'l Family Caregiver Support Program IIIE</i>	\$ 52,382				\$ 52,382
<i>Title VII Part 2 - Ombudsman</i>	\$ 6,510				\$ 6,510
<i>Title VII Part 3- Elder Abuse</i>	\$ 2,093				\$ 2,093
Total	\$ 425,628	\$ 1,210,172	\$ 35,649	\$ 54,200	\$ 1,725,649
	<i>State Grants</i>	<i>State Funds (Autofill)</i>		<i>Federal Grant Allocations (pre-transfers)</i>	<i>Total Funds (Autofill)</i>
	State Guardianship	\$ 4,363		Community Services IIIB	\$ 116,959
	State MAP Information & Assistance	\$ 18,285		Congregate Meals IIIC1	\$ 157,429
	Support to MAC	\$ -		Home Delivered Meals IIIC2	\$ 81,255
	VEPI	\$ 10,577		Evidence Based Health Promotion IIID	\$ 9,000
	State Ombudsman	\$ 22,896		Nat'l Family Caregiver Support Program IIIE	\$ 52,382
	State Nutrition	\$ 12,326		Title VII Part 2 - Ombudsman	\$ 6,510
	State Hold Harmless	\$ -		Title VII Part 3- Elder Abuse	\$ 2,093
				NSIP	\$ 35,649

Is the budget balanced? **Yes**

Budget Page 1A		PRIORITY SERVICES FY 2019		Date: 5/31/2018 AAA: Charles	
Names of Access Services	HHB Funds Budgeted for Each Access Service	Names of In-Home Services	HHB Funds Budgeted for Each In-Home Service	Legal Assistance	HHB Funds Budgeted for Legal Assistance
Transportation	\$ -	Homemaker	\$ -	Legal Assistance	\$ 7,500
Assisted Transportation	\$ -	Personal Care	\$ 17,000		
Outreach	\$ 12,000	Chore	\$ -		
Information and Assistance	\$ 12,000	Friendly Visiting	\$ -		
Case Mgmt.	\$ 30,000	Telephone Reassurance	\$ -		
		Respite Care	\$ -		
		Adult Day Care	\$ -		
		Minor Home Modifications	\$ -		
		Case Mgmt.	\$ 30,000		
Total	\$ 54,000	Total	\$ 47,000	Total	\$ 7,500
<i>Minimum Percentage Required</i>	<i>15%</i>		<i>10%</i>		<i>5%</i>
<i>% of HHB in FY 2019</i>	<i>46.17%</i>		<i>40.19%</i>		<i>6.41%</i>
This page will automatically fill all items					
NOTE: Case Management is counted for both Access and In-Home Services. Ensure at least one category meets the requirement WITHOUT case management counted.					

Date: 5/31/2018
 AAA: Charles

Older Americans Act Requirements FY 2019

Budget Page 1B

MINIMUM PERCENTAGE REQUIREMENT

Minimum % Requirement	IIIB Funds Budgeted by AAA in FY 2019	% of IIIB in FY 2019	Acceptable
15%	\$54,000	46.17%	Yes
10%	\$47,000	40.19%	Yes
5%	\$7,500	6.41%	Yes

MINIMUM MATCH PERCENTAGE REQUIREMENT

Minimum Local % Requirement	Local/Other Funds Budgeted by AAA in FY 2019	% of Local Funds in FY 2019	Acceptable
10%	\$956,659	817.94%	Yes
10%	\$91,050	38.15%	Yes
25%	\$13,096	25.00%	Yes

Federal Funds Transfers (See Instructions)

FROM Title	TO Title	Maximum Allowable Transfer	Requested Transfer (in Dollars)	Percentage Transfer
IIIB - Comm. Svcs.	IIIC1 - Cong. Meals			
IIIB - Comm. Svcs.	IIIC2 - Home Del. Meals			
IIIB - Comm. Svcs.	IIIC - Nutrition	30.00%	\$ -	0.00%
IIIC1 - Cong. Meals	IIIB - Comm. Svcs.		\$ 24,634.00	
IIIC2 - Home Del. Meals	IIIB - Comm. Svcs.			
IIIC - Nutrition	IIIB - Comm. Svcs.	30.00%	\$ 24,634.00	10.32%
IIIC1 - Cong. Meals	IIIC2 - Home Del. Meals	40.00%		0.00%
IIIC2 - Home Del. Meals	IIIC1 - Cong. Meals	40.00%		0.00%

Maximum Grandparent Percentage Requirement

Maximum Grandparents	Maximum Percentage	Budgeted by AAA	% of IIIE Allocation	Acceptable?
IIIE	10%	\$ -	0	Yes

ADMINISTRATION BUDGET FY 2019

Date: 5/31/2018
AAA: Charles

Budget Page 2

Budget Category	Source of Title III Allocation			Total Title III	Matching Funds (Local Gov't)	Matching Funds - Other (non-federal)	Totals
	III B	III C-1	III C-2				
1) Salaries				\$ -	\$ 59,500.00		\$ 59,500
2) Fringe				\$ -	\$ 21,420.00		\$ 21,420
3) Travel				\$ -			\$ -
4) Building Space				\$ -			\$ -
5) Printing & Supplies				\$ -			\$ -
6) Equipment				\$ -			\$ -
7) Equip. Maintenance & Repairs				\$ -			\$ -
8) Communications				\$ -			\$ -
9) Utilities				\$ -			\$ -
10) Vehicle Costs				\$ -			\$ -
11) Training				\$ -			\$ -
12) Contractual Services (MOUs and Agreements should be considered)				\$ -			\$ -
13) Other Costs				\$ -			\$ -
14)				\$ -			\$ -
15)				\$ -			\$ -
16)				\$ -			\$ -
Totals				\$ -	\$ 80,920	\$ -	\$ 80,920

Only 10 percent of the Area Agency Title III Allocation can be used for Administration. The minimum matching funds requirement is 25 percent of the total Administration budget.

Administration Requirements			
Total Title III for Admin	Total Title III	Percentage	Acceptable
\$ -	\$ 417,025	0.00%	Yes
Other Administration Funding Sources			
Total Match Funds	Total Admin Budget	Percentage	Acceptable
\$ 80,920	\$ 80,920	100.00%	Yes
Total			
			\$ -

COMMUNITY SERVICES BUDGET SUMMARY
Budget Page 3

FY 2019

Date: 5/31/2018
AAA: Charles

Budget Category	Community Services (Food)	Community Services (Non-Food)	State Grants	Community Services Budget Total
1) Salaries	\$ 735,470	\$ 53,602	\$ -	\$ 789,072
2) Fringe	\$ 261,527	\$ 2,519	\$ -	\$ 264,046
3) Travel	\$ -	\$ -	\$ -	\$ -
4) Building Space	\$ -	\$ -	\$ -	\$ -
5) Printing & Supplies	\$ 32,300	\$ -	\$ -	\$ 32,300
6) Equipment	\$ 5,000	\$ -	\$ -	\$ 5,000
7) Equip. Maintenance & Repairs	\$ 1,000	\$ -	\$ -	\$ 1,000
8) Communications	\$ -	\$ -	\$ -	\$ -
9) Utilities	\$ 60,450	\$ -	\$ -	\$ 60,450
10) Vehicle Costs	\$ 2,700	\$ -	\$ -	\$ 2,700
11) Training	\$ 4,800	\$ -	\$ -	\$ 4,800
12) Contractual Services (MOUs and Agreements short)	\$ 76,586	\$ -	\$ -	\$ 76,586
13) Other Costs	\$ 1,500	\$ -	\$ -	\$ 1,500
14) Total Costs (sum 1-13)	\$ 1,181,333	\$ 56,121	\$ -	\$ 1,237,454
15) Program Income (Reinvested)	\$ -	\$ -	\$ -	\$ -
16) Net Costs (14-15)	\$ 1,181,333	\$ 56,121	\$ -	\$ 1,237,454
17) State Funds (Hold Harmless/State Grants)	\$ -	\$ 56,121	\$ -	\$ 56,121
18) Local Gov't/County Funds	\$ 969,755	\$ -	\$ -	\$ 969,755
19) Other Funds*	\$ -	\$ -	\$ -	\$ -
20) Title III B Funds	\$ 141,593	\$ -	\$ -	\$ 141,593
21) Title III C1 Funds	\$ -	\$ -	\$ -	\$ -
22) Title III C2 Funds	\$ -	\$ -	\$ -	\$ -
23) Title III D Funds	\$ 9,000	\$ -	\$ -	\$ 9,000
24) Title III E Funds	\$ 52,382	\$ -	\$ -	\$ 52,382
25) Title VII Part 2- Ombudsman	\$ 6,510	\$ -	\$ -	\$ 6,510
26) Title VII Part 3- Elder Abuse	\$ 2,093	\$ -	\$ -	\$ 2,093

Is the budget balanced?	Yes	Yes	Yes
\$	\$ -	\$ -	\$ -

*Breakdown of Other Funds (Line 19)

Source	Amount of Cash Contributions	Amount of In-Kind Contribution	If In-Kind, Identify Type of Contribution	Total Other Resources
	\$ -	\$ -		\$ -
	\$ -	\$ -		\$ -
	\$ -	\$ -		\$ -
	\$ -	\$ -		\$ -
	\$ -	\$ -		\$ -
Totals	\$ -	\$ -	Does "Other Funds Breakout" equal Line 19?	\$ -
				Yes

*Cell B22 reflects Hold Harmless funds dedicated for non-nutrition programs.

Budget Category	Personal Care	Homemaker	Chore	Adult Day Care	Case Mgmt.	Total (this page)
1) Salaries					\$ 30,000	\$ 30,000
2) Fringe					\$ 5,800	\$ 5,800
3) Travel						
4) Building Space						
5) Printing & Supplies						
6) Equipment						
7) Equip. Maintenance & Repairs						
8) Communications						
9) Utilities						
10) Vehicle Costs						
11) Training						
12) Contractual Services (MOUs and A	\$ 17,000					\$ 17,000
13) Other Costs						
14) Total Costs (sum 1-13)	\$ 17,000	\$ -	\$ -	\$ -	\$ 35,800	\$ 52,800
15) Program Income (Reinvested)						
16) Net Costs (14-15)	\$ 17,000	\$ -	\$ -	\$ -	\$ 35,800	\$ 52,800
17) State Funds (Hold Harmless)						
18) Local Gov't/County Funds					\$ 5,800	\$ 5,800
19) Other Funds*						
20) Title III B Funds	\$ 17,000					\$ 17,000
21) Title III C1 Funds					\$ 30,000	\$ 47,000
22) Title III C2 Funds						
23) Title III D Funds						
24) Title III E Funds						
25) Title VII Part 2 - Ombudsman						
26) Title VII Part 3 - Elder Abuse						

Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes
						\$0

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

<< *Please record the other funding sources on budget page 3. >>

Budget Category	Nutrition Counseling (non-MNT)	Assisted Transportation	Total (this page)
1) Salaries			\$ -
2) Fringe			\$ -
3) Travel			\$ -
4) Building Space			\$ -
5) Printing & Supplies			\$ -
6) Equipment			\$ -
7) Equip. Maintenance & Repairs			\$ -
8) Communications			\$ -
9) Utilities			\$ -
10) Vehicle Costs			\$ -
11) Training			\$ -
12) Contractual Services (MOUs and Agreements should be considered)			\$ -
13) Other Costs			\$ -
14) Total Costs (sum 1-13)	\$ -	\$ -	\$ -
15) Program Income (Reinvested)			\$ -
16) Net Costs (14-15)	\$ -	\$ -	\$ -
17) State Funds (Hold Harmless)			\$ -
18) Local Gov't/County Funds			\$ -
19) Other Funds*			\$ -
20) Title III B Funds			\$ -
21) Title III C1 Funds			\$ -
22) Title III C2 Funds			\$ -
23) Title III D Funds			\$ -
24) Title III E Funds			\$ -
25) Title VII Part 2- Ombudsman			\$ -
26) Title VII Part 3- Elder Abuse			\$ -

Is the budget balanced? Yes No Yes No

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

<< *Please record the other funding sources on budget page 3. >>

Budget Category	Transportation	Legal Assistance	Nutrition Education	Information and Assistance	Outreach	Total (this page)
1) Salaries				\$ 88,148	\$ 12,000	\$ 100,148
2) Fringe				\$ 28,733	\$ 4,320	\$ 33,053
3) Travel						
4) Building Space						
5) Printing & Supplies						
6) Equipment						
7) Equip. Maintenance & Repairs						
8) Communications						
9) Utilities						
10) Vehicle Costs						
11) Training						
12) Contractual Services (MOUs and Agreements should be		\$ 7,500				\$ 7,500
13) Other Costs						
14) Total Costs (sum 1-13)	\$ -	\$ 7,500	\$ -	\$ 116,881	\$ 16,320	\$ 140,701
15) Program Income (Reinvested)						
16) Net Costs (14-15)	\$ -	\$ 7,500	\$ -	\$ 116,881	\$ 16,320	\$ 140,701
17) State Funds (Hold Harmless)						
18) Local Gov*/County Funds				\$ 104,881	\$ 4,320	\$ 109,201
19) Other Funds*						
20) Title III B Funds		\$ 7,500			\$ 12,000	\$ 19,500
21) Title III C1 Funds						
22) Title III C2 Funds						
23) Title III D Funds						
24) Title III E Funds						
25) Title VII Part 2- Ombudsman						
26) Title VII Part 3- Elder Abuse						

Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes
						\$0

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

<< *Please record the other funding sources on budget page 3. >>

Community Services Budget Detail		FY 2019		Other Services Funded by Title III and Title VII			Date: 5/31/2018
Budget Page 7					AAA: Charles		
Budget Category	Ombudsman	General (non-Omb.) Elder Abuse	Evidence-Based Health promotion	Non-Evidence Based Health promotion	Guardianship	Total (this page)	
1) Salaries	\$ 8,603		\$ 8,100	\$ 577,059		\$ 593,762	
2) Fringe	\$ 946		\$ 891	\$ 207,741		\$ 209,578	
3) Travel							
4) Building Space							
5) Printing & Supplies			\$ 900	\$ 31,400		\$ 32,300	
6) Equipment				\$ 8,200		\$ 8,200	
7) Equip. Maintenance & Repairs				\$ 1,000		\$ 1,000	
8) Communications							
9) Utilities				\$ 60,450		\$ 60,450	
10) Vehicle Costs				\$ 2,700		\$ 2,700	
11) Training				\$ 4,800		\$ 4,800	
12) Contractual Services (MOUs and Agreements should be considered)				\$ 8,064		\$ 8,064	
13) Other Costs				\$ 1,500		\$ 1,500	
14) Total Costs (sum 1-13)	\$ 9,549	\$ -	\$ 9,891	\$ 902,914	\$ -	\$ 922,354	
15) Program Income (Reinvested)							
16) Net Costs (14-15)	\$ 9,549	\$ -	\$ 9,891	\$ 902,914	\$ -	\$ 922,354	
17) State Funds (Hold Harmless)							
18) Local Gov't/County Funds	\$ 946		\$ 891	\$ 839,821		\$ 841,658	
19) Other Funds*							
20) Title III B Funds				\$ 63,093		\$ 63,093	
21) Title III C1 Funds							
22) Title III C2 Funds							
23) Title III D Funds			\$ 9,000			\$ 9,000	
24) Title III E Funds							
25) Title VII Part 2- Ombudsman	\$ 6,510					\$ 6,510	
26) Title VII Part 3- Elder Abuse	\$ 2,093					\$ 2,093	
Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
							\$0

updated
for
computer
purchases
10/17/18

Community Services Budget Detail Budget Page 7		FY 2019		Other Services Funded by Title III and Title VII					Date: 5/31/2018 AAA: Charles
Budget Category	Ombudsman	General (non-Omb.) Elder Abuse	Evidence-Based Health promotion	Non-Evidence Based Health promotion	Guardianship	Total (this page)			
1) Salaries	\$ 8,603		\$ 8,100	\$ 577,059		\$ 593,762			
2) Fringe	\$ 946		\$ 891	\$ 207,741		\$ 209,578			
3) Travel									
4) Building Space									
5) Printing & Supplies			\$ 900	\$ 31,400		\$ 32,300			
6) Equipment				\$ 5,000		\$ 5,000			
7) Equip. Maintenance & Repairs				\$ 1,000		\$ 1,000			
8) Communications									
9) Utilities				\$ 60,450		\$ 60,450			
10) Vehicle Costs				\$ 2,700		\$ 2,700			
11) Training				\$ 4,800		\$ 4,800			
12) Contractual Services (MOUs and Agreements should be considered)				\$ 11,264		\$ 11,264			
13) Other Costs				\$ 1,500		\$ 1,500			
14) Total Costs (sum 1-13)	\$ 9,549	\$ -	\$ 9,891	\$ 902,914	\$ -	\$ 922,354			
15) Program Income (Reinvested)									
16) Net Costs (14-15)	\$ 9,549	\$ -	\$ 9,891	\$ 902,914	\$ -	\$ 922,354			
17) State Funds (Hold Harmless)									
18) Local Gov't/County Funds	\$ 946		\$ 891	\$ 839,821		\$ 841,658			
19) Other Funds*									
20) Title III B Funds				\$ 63,093		\$ 63,093			
21) Title III C1 Funds									
22) Title III C2 Funds									
23) Title III D Funds			\$ 9,000			\$ 9,000			
24) Title III E Funds									
25) Title VII Part 2- Ombudsman	\$ 6,510					\$ 6,510			
26) Title VII Part 3- Elder Abuse	\$ 2,093					\$ 2,093			
Is the budget balanced?									
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)									
Total	\$ -								\$ 0

<< *Please record the other funding sources on budget page 3. >>

<< **Additional Title IIIB Eligible Services can be added on Budget Page 8 >>

Budget Category	Friendly Visiting	Telephone Reassurance	Minor Home Modifications	Senior Centers/ Recreation	(Enter Program Name)	(Enter Program Name)	Total (this page)
1) Salaries							\$ -
2) Fringe							\$ -
3) Travel							\$ -
4) Building Space							\$ -
5) Printing & Supplies							\$ -
6) Equipment							\$ -
7) Equip. Maintenance & Repairs							\$ -
8) Communications							\$ -
9) Utilities							\$ -
10) Vehicle Costs							\$ -
11) Training							\$ -
12) Contractual Services (MOUs and Agreements should be considered)							\$ -
13) Other Costs							\$ -
14) Total Costs (sum 1-13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15) Program Income (Reinvested)							\$ -
16) Net Costs (14-15)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17) State Funds (Hold Harmless)							\$ -
18) Local Gov't/County Funds							\$ -
19) Other Funds*							\$ -
20) Title III B Funds							\$ -
21) Title III C1 Funds							\$ -
22) Title III C2 Funds							\$ -
23) Title III D Funds							\$ -
24) Title III E Funds							\$ -
25) Title VII Part 2- Ombudsman							\$ -
26) Title VII Part 3- Elder Abuse							\$ -

Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
							\$0

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

<< *Please record the other funding sources on budget page 3. >>

National Family Caregiver Support Program - Family Caregivers of Older Adults Only

Budget Category	Education/Training/Support	Respite Care	Supplemental Services	Access Assistance	Information Services	Total (this page)
1) Salaries		\$ 11,560				\$ 11,560
2) Fringe		\$ 13,096				\$ 13,096
3) Travel						
4) Building Space						
5) Printing & Supplies						
6) Equipment						
7) Equip. Maintenance & Repairs						
8) Communications						
9) Utilities						
10) Vehicle Costs						
11) Training						
12) Contractual Services (MOUs and		\$ 40,822				\$ 40,822
13) Other Costs						
14) Total Costs (sum 1-13)	\$ -	\$ 65,478	\$ -	\$ -	\$ -	\$ 65,478
15) Program Income (Reinvested)						
16) Net Costs (14-15)	\$ -	\$ 65,478	\$ -	\$ -	\$ -	\$ 65,478
17) State Funds (Hold Harmless)						
18) Local Gov't/County Funds	\$ 13,096					\$ 13,096
19) Other Funds*						
20) Title III B Funds						
21) Title III C1 Funds						
22) Title III C2 Funds						
23) Title III D Funds						
24) Title III E Funds	\$ 52,382					\$ 52,382
25) Title VII Part 2- Ombudsman						
26) Title VII Part 3- Elder Abuse						

Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes
						\$0

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

<< *Please record the other funding sources on budget page 3. >>

Budget Category	Education/Training/Support	Respite Care	Supplemental Services	Access Assistance	Information Services	Total (this page)
1) Salaries						\$ -
2) Fringe						\$ -
3) Travel						\$ -
4) Building Space						\$ -
5) Printing & Supplies						\$ -
6) Equipment						\$ -
7) Equip. Maintenance & Repairs						\$ -
8) Communications						\$ -
9) Utilities						\$ -
10) Vehicle Costs						\$ -
11) Training						\$ -
12) Contractual Services (MOUs and						\$ -
13) Other Costs						\$ -
14) Total Costs (sum 1-13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15) Program Income (Reinvested)						\$ -
16) Net Costs (14-15)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17) State Funds (Hold Harmless)						\$ -
18) Local Gov't/County Funds						\$ -
19) Other Funds*						\$ -
20) Title III B Funds						\$ -
21) Title III C1 Funds						\$ -
22) Title III C2 Funds						\$ -
23) Title III D Funds						\$ -
24) Title III E Funds						\$ -
25) Title VII Part 2- Ombudsman						\$ -
26) Title VII Part 3- Elder Abuse						\$ -
Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost	\$0
Total	\$	-

<< *Please record the other funding sources on budget page 3. >>

ONLY STATE FUNDS

Budget Category	State Guardianship	State MAP Information & Assistance	Support to MAC	VEPI (Autofill from Page 10A)	State Ombudsman	Total this page
1) Salaries	\$ 4,363	\$ 18,285		\$ 10,577	\$ 19,377	\$ 52,602
2) Fringe					\$ 2,519	\$ 2,519
3) Travel						
4) Building Space						
5) Printing & Supplies						
6) Equipment						
7) Equip. Maintenance & Repairs					\$ 1,000	\$ 1,000
8) Communications						
9) Utilities						
10) Vehicle Costs						
11) Training						
12) Contractual Services (MOUs and						
13) Other Costs						
14) Total Costs (sum 1-13)	\$ 4,363	\$ 18,285	\$ -	\$ 10,577	\$ 22,896	\$ 56,121
15) Program Income (Reinvested)						
16) Net Costs (15-16)	\$ 4,363	\$ 18,285	\$ -	\$ 10,577	\$ 22,896	\$ 56,121
17) State Funds (excluding hold harmless)	\$ 4,363	\$ 18,285		\$ 10,577	\$ 22,896	\$ 56,121
18) Other Non-Federal, Non-State Resources	Please include "Other Funds" on Page 7	Please include "Other Funds" on Page 6			Please include "Other Funds" on Page 7	

Is the budget balanced? **Yes** **Yes** **Yes** **Yes** **Yes** **Yes** **Yes**

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)

Total Cost						\$0
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Community Services Budget Detail
 Services Funded with State General Funds

FY 2019

Date: 5/31/2018
 AAA: Charles

ONLY STATE FUNDS

Budget Page 10

Budget Category	State Guardianship	State MAP Information & Assistance	Support to MAC	VEPI (Autofill from Page 10A)	State Ombudsman	Total this page
1) Salaries	\$ 4,363	\$ 18,285		\$ 10,577	\$ 20,377	\$ 53,602
2) Fringe					\$ 2,519	\$ 2,519
3) Travel						
4) Building Space						
5) Printing & Supplies						
6) Equipment						
7) Equip. Maintenance & Repairs						
8) Communications						
9) Utilities						
10) Vehicle Costs						
11) Training						
12) Contractual Services (MOUs and						
13) Other Costs						
14) Total Costs (sum 1-13)	\$ 4,363	\$ 18,285	\$ -	\$ 10,577	\$ 22,896	\$ 56,121
15) Program Income (Reinvested)						
16) Net Costs (15-16)	\$ 4,363	\$ 18,285	\$ -	\$ 10,577	\$ 22,896	\$ 56,121
17) State Funds (excluding hold harmless)	\$ 4,363	\$ 18,285		\$ 10,577	\$ 22,896	\$ 56,121
18) Other Non-Federal, Non-State Resources					Please include "Other Funds" on Page 7	

Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes
						\$0

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

NOTE: The Department of Aging is aware that in reality, AAAs do not have two separate budgets for one program, however, a separate reporting of funds is necessary to facilitate the review of this Plan and to have an accurate record of the total of State funds and the total of Title III funds allocated and expended by the AAA for the specific programs.

ONLY VEPI FUNDS				
Budget Category	VEPI SHIP	VEPI Ombuds	VEPI Guard	Total (this page)
1) Salaries			\$ 10,577	\$ 10,577
2) Fringe				\$ -
3) Travel				\$ -
4) Building Space				\$ -
5) Printing & Supplies				\$ -
6) Equipment				\$ -
7) Equip. Maint.& Repair				\$ -
8) Communications				\$ -
9) Utilities				\$ -
10) Vehicle Costs				\$ -
11) Training				\$ -
12) Contractual Services				\$ -
13) Other Costs				\$ -
14) Total Costs (sum 1-13)	\$ -	\$ -	\$ 10,577	\$ 10,577
15) Program Income (Reinvested)				\$ -
16) Net Costs (15-16)	\$ -	\$ -	\$ 10,577	\$ 10,577
17) State Funds (excluding hold harmless)			\$ 10,577	\$ 10,577
18) Other Non-Federal, Non-State Resources				\$ -

Is the budget balanced?	Yes	Yes	Yes	Yes
				\$0

Breakout of Other Costs (if over \$1,000 or 10% of the total program) (Line 13)	Total Cost
Total	\$ -

Note: VEPI is not a program. It is directed funding towards SHIP, Ombudsman and/or Guardianship. If the AAA is utilizing local funds for one of these programs, please note that on pages 7 or 8 in the relevant program column.

Congregate Meals Budget Budget Page 11		FY 2019		Congregate Meals		Date: 5/31/2018 AAA: Charles	
Budget Category	Meal Costs	Supportive Services	Program Management	Total (this page)			
1) Salaries			\$ 62,000	\$ 62,000			\$ 62,000
2) Fringe			\$ 9,820	\$ 9,820			\$ 9,820
3) Travel							
4) Building Space							
5) Printing							
6) Supplies	\$ 6,500			\$ 6,500			\$ 6,500
7) Equipment							
8) Communications			\$ 480	\$ 480			\$ 480
9) Utilities	\$ 16,750			\$ 16,750			\$ 16,750
10) Vehicle Costs							
11) Food Costs	\$ 101,441			\$ 101,441			\$ 101,441
12) Other Costs	\$ 3,000			\$ 3,000			\$ 3,000
13) Non-Meal Contracts							
14) Nutrition Education							
15) Nutrition Counseling							
16) Total Costs (sum 1-15)	\$ 127,691	\$ -	\$ 72,300	\$ 199,991			\$ 199,991
17) Program Income (Reinvested into Congregate Meals)	\$ 19,600			\$ 19,600			\$ 19,600
18) Net Costs = (16-17)	\$ 108,091	\$ -	\$ 72,300	\$ 180,391			\$ 180,391
19) Local Gov't/County Funds	\$ 25,450		\$ 9,820	\$ 35,270			\$ 35,270
20) State Nutrition Funds (excluding Hold Harmless)	\$ 12,326			\$ 12,326			\$ 12,326
21) State Hold Harmless (if applicable)							
22) Title III/C1 Funds	\$ 70,315		\$ 62,480	\$ 132,795			\$ 132,795
23) Nutrition Services Incentive Program (NSIP)							
24) Other Resources* (Record details below)							
Is the budget balanced?	Yes	Yes	Yes	Yes	Yes	Yes	\$ 0
*Breakdown of Other Resources (Line 24)							
Source	Amount of Cash contribution	Amount of In-Kind contribution	If In-Kind, identify type of contribution	Total Other Resources			
Totals	\$0.00	\$0.00		\$ -			\$ -
Do not include clients' contributions under Other Resources. TOTAL should equal Line 24							
Breakout of Other Costs (if over \$5,000) (Line 12)	Total Cost						Unit Cost per Congregate Meal
							7.511235294
Total	\$ -						

Budget Category	Meal Costs	Supportive Services	Program Management	Total (this page)
1) Salaries			18,000 \$	18,000
2) Fringe			6,480 \$	6,480
3) Travel				
4) Building Space				
5) Printing				
6) Supplies				
7) Equipment				
8) Communications				
9) Utilities				
10) Vehicle Costs				
11) Food Costs	182,804 \$			182,804
12) Other Costs				
13) Non-Meal Contracts				
14) Nutrition Education				
15) Nutrition Counseling				
16) Total Costs (sum 1-15)	182,804 \$		24,480 \$	207,284
17) Program Income (Reinvested into Home Delivered Meals)	34,600 \$			34,600
18) Net Costs = (16-17)	148,204 \$		24,480 \$	172,684
19) Local Gov't/County Funds	49,300 \$		6,480 \$	55,780
20) State Nutrition Funds (excluding Hold Harmless)				
21) State Hold Harmless (if applicable)				
22) Title II/C2 Funds	63,255 \$		18,000 \$	81,255
23) Nutrition Services Incentive Program (NSIP)	35,649 \$			35,649
24) Other Resources* (Record details below)				

Is the budget balanced?	Yes	Yes	Yes	Yes
				\$0

*Breakdown of Other Resources (Line 24)	Source	Amount of Cash contribution	Amount of In-Kind contribution	If In-Kind, identify type of contribution	Total Other Resources
Totals		\$ -	\$ -		\$ -

Do not include clients' contributions under Other Resources. TOTAL should equal Line 24

Breakout of Other Costs (if over \$5,000) (Line 12)	Total Cost	Unit Cost per Home Delivered Meal
Total	\$ -	4.46

Please Enter the Number of Home Delivered Meals to be served 41000 \$

(Program funding from all sources will autofill)

Budget Category	Revenue Source	OAA and Locally Funded Ombudsman	State Ombudsman	VEPI Ombudsman	Total Ombudsman
1) Salaries		\$ 8,603	\$ 20,377	\$ -	\$ 28,980
2) Fringe		\$ 946	\$ 2,519	\$ -	\$ 3,465
3) Travel		\$ -	\$ -	\$ -	\$ -
4) Building Space		\$ -	\$ -	\$ -	\$ -
5) Printing & Supplies		\$ -	\$ -	\$ -	\$ -
6) Equipment		\$ -	\$ -	\$ -	\$ -
7) Equip. Maint. & Repair		\$ -	\$ -	\$ -	\$ -
8) Communications		\$ -	\$ -	\$ -	\$ -
9) Utilities		\$ -	\$ -	\$ -	\$ -
10) Vehicle Costs		\$ -	\$ -	\$ -	\$ -
11) Training		\$ -	\$ -	\$ -	\$ -
12) Contractual Services		\$ -	\$ -	\$ -	\$ -
13) Other Costs		\$ -	\$ -	\$ -	\$ -
14) Total Costs (sum 1-13)		\$ 9,549	\$ 22,896	\$ -	\$ 32,445
15) Program Income (Reinvested)		\$ -	\$ -	\$ -	\$ -
16) Net Costs (14-15)		\$ 9,549	\$ 22,896	\$ -	\$ 32,445
17) State Funds (Hold Harmless)		\$ -	\$ -	\$ -	\$ -
18) Local Gov't/County Funds		\$ 946	\$ -	\$ -	\$ 946
19) Other Funds*		\$ -	\$ -	\$ -	\$ -
20) Title III B Funds		\$ -	\$ -	\$ -	\$ -
21) Title III C1 Funds		\$ -	\$ -	\$ -	\$ -
22) Title III C2 Funds		\$ -	\$ -	\$ -	\$ -
23) Title III D Funds		\$ -	\$ -	\$ -	\$ -
24) Title III E Funds		\$ -	\$ -	\$ -	\$ -
25) Title VII Part 2- Ombudsman		\$ 6,510	\$ -	\$ -	\$ 6,510
26) Title VII Part 3- Elder Abuse		\$ 2,093	\$ -	\$ -	\$ 2,093

Guardianship Program

Budget Page 14

FY 2019

Date: 5/31/2018

AAA: Charles

(Program funding from all sources will autofill)

Budget Category	Revenue Source	OAA and Locally Funded Guardianship	State Guardianship	VEPI Guardianship	Total Guardianship
1) Salaries		\$ -	\$ 4,363	\$ 10,577	\$ 14,940
2) Fringe		\$ -	\$ -	\$ -	\$ -
3) Travel		\$ -	\$ -	\$ -	\$ -
4) Building Space		\$ -	\$ -	\$ -	\$ -
5) Printing & Supplies		\$ -	\$ -	\$ -	\$ -
6) Equipment		\$ -	\$ -	\$ -	\$ -
7) Equip. Maint. & Repair		\$ -	\$ -	\$ -	\$ -
8) Communications		\$ -	\$ -	\$ -	\$ -
9) Utilities		\$ -	\$ -	\$ -	\$ -
10) Vehicle Costs		\$ -	\$ -	\$ -	\$ -
11) Training		\$ -	\$ -	\$ -	\$ -
12) Contractual Services		\$ -	\$ -	\$ -	\$ -
13) Other Costs		\$ -	\$ -	\$ -	\$ -
14) Total Costs (sum 1-13)		\$ -	\$ 4,363	\$ 10,577	\$ 14,940
15) Program Income (Reinvested)		\$ -	\$ -	\$ -	\$ -
16) Net Costs (14-15)		\$ -	\$ 4,363	\$ 10,577	\$ 14,940
17) State Funds (Hold Harmless)		\$ -	\$ -	\$ -	\$ -
18) Local Gov't/County Funds		\$ -	\$ -	\$ -	\$ -
19) Other Funds*		\$ -	\$ -	\$ -	\$ -
20) Title III B Funds		\$ -	\$ -	\$ -	\$ -
21) Title III C1 Funds		\$ -	\$ -	\$ -	\$ -
22) Title III C2 Funds		\$ -	\$ -	\$ -	\$ -
23) Title III D Funds		\$ -	\$ -	\$ -	\$ -
24) Title III E Funds		\$ -	\$ -	\$ -	\$ -
25) Title VII Part 2- Ombudsman		\$ -	\$ -	\$ -	\$ -
26) Title VII Part 3- Elder Abuse		\$ -	\$ -	\$ -	\$ -

Assurances – FY 2019 Area Plan

Area Agency on Aging: Charles County Department of Community Services

G. ASSURANCES

Please initial each page of the Assurances in blue ink.

A. Administration

1. Organization

The AAA assures that it will comply with the Americans with Disabilities Act of 1990 and applicable regulations. All services and programs will be accessible to qualified persons with disabilities. The AAA bears sole responsibility for assuring that it is in compliance with the law.

The AAA assures that it will establish an advisory council consisting of older individuals (including minority individuals) who are participants or who are eligible to participate in programs assisted under this Act, representatives of older individuals, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the AAA on all matters relating to the development of the Area Plan, the administration of the Plan and operations conducted under the Plan. **Sec. 306(a)(6)(D)**

The AAA assures that it will retain records for 3 years after the date that the AAA submits its final expenditure report or the date on which resolution of audit exceptions, litigations, etc. occurs (whichever date is later). **45 CFR 92**

2. Contracts

The AAA assures that it will

- 1) Maintain the integrity and public purpose of services provided, and service providers, under this Title in all contractual and commercial relations. **Sec. 306(a)(13)(A);**
- 2) Disclose to the federal Assistant Secretary for Aging and the Department
 - i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and
 - ii) the nature of such contract or such relationship. **Sec. 306(a)(13)(B);**
- 3) Demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided under this Title by such agency has not resulted and will not result from such contract or such relationship. **Sec 306(a)(13)(C)**
- 4) Demonstrate that the quantity or quality of the services to be provided under this Title by such agency will be enhanced as a result of such contract or such relationship. **Sec. 306(a)(13)(D); and**
- 5) On the request of the federal Assistant Secretary for Aging or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals. **Sec. 306(a)(13)(E);**

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The AAA assures that funds received under this Title will be used

- 1) To provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (a)(4)(A)(i); and
- 2) In compliance with the assurances specified in paragraph (13) and the limitations specified in section 212. **Sec. 306(a)(15)**

The AAA assures that it will not prevent the recipient of a grant or contract from entering into an agreement with a profit-making organization to carry out the provision of the OAA and the Department's State Plan.

- 1) If funds provided under the OAA to such recipient are initially used by the recipient to pay part or all of a cost incurred by the recipient in developing and carrying out such agreement; such agreement guarantees that the cost is reimbursed to the recipient;
- 2) If such agreement provides for the provision of 1 or more services, of the type provided under the OAA by or on behalf of such recipient, to an individual or entity seeking to receive such services-
 - a) The individuals and entities may only purchase such services at their fair market rate;
 - b) All costs incurred by the recipient in providing such services (and not otherwise reimbursed under paragraph (1), are reimbursed to such recipient; and
 - c) The recipient reports the rates for providing such services under such agreement in accordance with subsection (c) and the rates are consistent with the prevailing market rate for provision of such services in the relevant geographic area as determined by the area agency on aging; and
- 3) Any amount of payment to the recipient under the agreement that exceeds reimbursement under this subsection of the recipient's costs is used to provide, or support the provision of, services under the OAA.

Any agreement described above may not-

- 1) Be made without the prior approval of the Department (or, in the case of a grantee under Title VI, without the prior recommendation of the Director of the Office for American Indian, Alaska Native, and Native Hawaiian Aging and the prior approval of the Assistant Secretary), after timely submission of all relevant documents related to the agreement including information on all costs incurred;
- 2) Directly or indirectly provide for, or have the effect of, paying, reimbursing, subsidizing, or otherwise compensating an individual or entity in an amount that exceeds the fair market value of the services subject to such agreement;
- 3) Result in the displacement of services otherwise available to an older individual with greatest social need, and older individual with greatest economic need, or an older individual who is at risk for institutional placement; or
- 4) In any other way compromise, undermine, or be inconsistent with the objective of service the needs of older individuals, as determined by the Assistant Secretary. **Sec. 212.**

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Assurances – FY 2019 Area Plan

Area Agency on Aging: Charles County Department of Community Services

The AAA assures that it will specify, in grants, contracts and agreements implementing the Plan, the identity of each focal point requested in **Sec. 306(a)(3)(B)**.

B. Comprehensive Plan of Services

1. Coordination with Community Action Agencies and other Community Agencies

The AAA assures that it will:

- 1) Where possible, enter into arrangements with organizations providing day care services for children, assistance to older individuals caring for relatives who are children, and respite for families, so as to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults and families; and
- 2) If possible, regarding the provision of services under this Title, enter into arrangements and coordinate with organizations that have a proven record of providing services to older individuals, that
 - a) Were officially designated as community action agencies or community action programs under section 210 of the Economic Opportunity Act of 1964 (42 U.S.C. 2790) for fiscal year 1981 and did not lose the designation as a result of failure to comply with such Act; or
 - b) Came into existence during fiscal year 1982 as direct successors in interest to such community action agencies or community action programs; and that meet the requirements under section 675(c)(3) of the Community Services Block Grant Act (42 U.S.C. 9904(c)(3).
 - c) Make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such service and, if possible, work in coordination with organizations that have experience in providing training, placement and stipends for volunteers or participants (such as organizations carrying out federal service programs administered by the Corporation for National and Community Service), in community service settings. **Sec. 306(a)(6)(C)**

The AAA assures that it will establish effective and efficient procedures for coordination of:

- 1) Entities conducting programs that receive assistance under this Act within the planning and service area served by the agency; and
- 2) Entities conducting other federal programs for older individuals at the local level, with particular emphasis on entities conducting programs described in Sec. 203(b) of the Older Americans Act, within the area. **Sec. 306(a)(6)(E)**

The AAA assures that it will coordinate planning, identification, assessment of needs and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement with agencies that develop or provide services for individuals with disabilities. **Sec. 306(a)(5)**.

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2. Services

The AAA assures that it will set specific objectives for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;

- 1) including specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and
- 2) include proposed methods of carrying out the preference in the area plan. **Sec. 306(a)(4)(A)(i)**

The AAA assures that it will include in each agreement made with a provider of any service under this Title, a requirement that such provider will:

- (1) Specify how the provider intends to satisfy the service needs of low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;
- (2) To the maximum extent feasible, provide services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and
- (3) Meet specific objectives established by the area agency on aging, for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area. **Sec. 306(a)(4)(A)(ii)**

The AAA assures that no supportive services, nutrition services or in-home services will be directly provided by the State agency or an area agency on aging in the State unless, in the judgment of the State agency

- (1) Provision of such services by the State agency or the area agency on aging is necessary to assure an adequate supply of such services;
- (2) Such services are directly related to such State agency's or the area agency on aging's administrative functions; or
- (3) Such services can be provided more economically, and with comparable quality, by such State agency or the area agency on aging.

Regarding case management services, if the State agency or the area agency on aging is already providing case management services (as of the date of submission of the plan) under a State program, the plan may specify that such agency is allowed to continue to provide case management services. **Sec. 307(a)(8)(A) and (B)**

The AAA assures that it will provide, to the extent feasible, for the furnishing of services under the OAA, consistent with self-directed care. **Sec. 307(a)(27)**

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Assurances – FY 2019 Area Plan

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3. Nutrition

The AAA assures that a nutrition project shall

- 1) Solicit the advice of a dietitian in the planning of nutritional services; and
- 2) Provide meals that
 - a) Comply with the Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture.
 - b) Provide to each participating older individual
 - (1) A minimum of 33 1/3 percent of the daily recommended dietary allowances as established by the Food and Nutrition Board of the Institute of Medicine of the national Academy of Sciences, if the project provides 1 meal per day.
 - (2) A minimum of 66 2/3 percent of the allowances if the project provides 2 meals per day; and
 - (3) 100 percent of the allowances if the project provides 3 meals per day. and
 - c) To the maximum extent practicable, are adjusted to meet any special dietary needs of program participants.
- 3) Designs meals that are appealing to program participants
- 4) Enter into contracts that limit the amount of time meals must spend in transit before they are consumed.
- 5) Where feasible, promote intergenerational meal programs.
- 6) Provide meals, other than in-home meals, in setting in as close proximity to the majority of eligible older individuals' residences as feasible.
- 7) Comply with applicable provision of state or local laws regarding the safe and sanitary handling of food, equipment and supplies used in the storage, preparation, service and delivery of meals to an older individual.
- 8) Carry out the project with the advice of dietitians, meal participants and other individuals knowledgeable with regard to the needs of older individuals.
- 9) Establish procedures that allow nutrition administrators the option to offer a meal, on the same basis as meals provided to participating older individuals, to individuals providing volunteer services during the meal hours and to individuals with disabilities who reside at home with and accompany older eligible individuals.
- 10) Nutrition services will be available to older individuals and their spouses, and may be made available to individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided, and
- 11) Provide nutrition screening, nutrition education and where appropriate, nutrition counseling. **Sec. 339**
- 12) Monitor nutrition programs and contracted meal providers for compliance with the following:

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- a) Program performance, including safe food handling practices, client assessment and record-keeping;
- b) Menu certification by a licensed dietitian or nutritionist ensuring that menus meet the Maryland Senior Nutrition Program Menu Standards;
- c) Reporting of meals served to only eligible clients;
- d) Contribution collection so that no eligible person is being required to contribute and no eligible person is denied a meal for the inability to pay;
- e) Nutrition Services Incentive Program (NSIP) funds received are used to purchase foods of U.S. origin to prepare meals for persons eligible to participate in a Title III C nutrition program;
- f) NSIP funds are not used to supplant funds previously earmarked for services for older persons;
- g) Client information is collected to comply with the National Aging Services Information System (NAPIS) State Performance Report; and
- h) Books, records and other documents relevant to the Program are retained for no less than 3 years. **Nutrition Services Evaluation Form (MDoA)**

4. Outreach

The AAA assures that it will use outreach effort that will

- 1) Identify individuals eligible for assistance under this Act, with special emphasis on
 - a) Older individuals residing in rural areas;
 - b) Older individuals with greatest economic need (with particular attention to low-income minority older individuals) and older individuals residing in rural areas;
 - c) Older individuals with greatest social need (with particular attention to low-income minority older individuals) and older individuals residing in rural areas;
 - d) Older individuals with severe disabilities
 - e) Older individuals with limited English-speaking proficiency; and
 - f) Older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
 - g) Older individuals at risk for institutional placement; and
- 2) Inform the older individuals referred to in sub clauses (a) through (g) above and the caretakers of such individuals, of the availability of such assistance. **Sec. 306(a)(4)(B)**

5. Special Populations

The AAA assures that it will ensure that each activity undertaken by the agency, including planning, advocacy and systems development, will include a focus on the needs of low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas. **Sec. 306(a)(4)(C)**

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The AAA assures that it will, to the maximum extent practicable, provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as 'older Native Americans'), including

- 1) Information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the area agency on aging will pursue activities, including outreach, to increase access of those older native Americans to programs and benefit provided under this Title.
- 2) Coordinate the services the agency provides under this Title with services provided under Title VI. **Sec. 306(a)(11)(A)(B)**

The AAA assures that it will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans. **Sec. 306(a)(11)(C)**

6. Treatment for Abuse/Neglect

The AAA assures that in carrying out the State Long-Term Care Ombudsman program under section 307(a)(12), it will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2000 in carrying out such a program under this Title. **Sec. 306(a)(9)**

7. Legal Assistance

The AAA assures that it will:

- 1) Enter into contracts with providers of legal assistance that can demonstrate the experience or capacity to deliver legal assistance
- 2) Include in any such contract provisions to assure that any recipient of funds will be subject to specific restrictions and regulations promulgated under the Legal Services Corporation Act (other than restrictions and regulations governing eligibility for legal assistance under this Act and governing membership of local governing boards) as determined appropriate by the federal Assistant Secretary for Aging; and
- 3) Attempt to involve the private bar in legal assistance activities authorized under Title III of the OAA, including groups within the private bar furnishing services to older individuals on a pro bono and reduced fee basis. **Sec. 307(a)(11)(A)**

The AAA assures that no legal assistance will be furnished unless the grantee administers a program designed to provide legal assistance to older individuals with social and economic need and has agreed, if the grantee is not a Legal Assistance Corporation project grantee, to coordinate its services with existing Legal Services Corporation projects in the planning and service area in order to concentrate the use of funds provided under Title III on individuals with the greatest need and the AAA makes a finding, after assessment, pursuant to standards for service

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promulgated by the federal Assistant Secretary for Aging, that any grantee selected is the entity best able to provide the particular services. **Sec. 307(a)(11)(B)**

The AAA assures that it will give priority to legal assistance related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect and age discrimination. **Sec. 307(a)(11)(E)**

The AAA assures that in carrying out services for the prevention of abuse of older individuals, it will conduct a program consistent with relevant State law and coordinated with existing State adult protective service activities for:

- 1) Public education to identify and prevent abuse of older individuals;
- 2) Receipt of reports of abuse of older individuals;
- 3) Active participation of older individuals participating in programs under the OAA through outreach, conferences and referral of such individuals to other social service agencies or sources of assistance where appropriate and consented to by the parties to be referred; and
- 4) Referral of complaints to law enforcement or public protective service agencies where appropriate. **Sec. 307(a)(12)(A)**

The AAA assures that it will not permit involuntary or coerced participation in the program of services described in this paragraph by alleged victims, abusers or their households. **Sec. 307(a)(12)(A)**

The AAA assures that all information gathered in the course of receiving reports and making referrals shall remain confidential unless all parties to the complaint consent in writing to the release of such information, except that such information may be released to a law enforcement or public protective service agency. **Sec. 307(a)(12)(C)**

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FY2019 Addendum to FY16-19 Comprehensive Plan of Service

1. OVERVIEW *There are no substantive updates or changes to this section.*

2. FY2018 Update:

There are minor adjustments to the demographic profile for Charles County, based upon the most recent release of demographic data available from the US Census Bureau. The area continues to show moderate increases in the general and older adult population; however, data previously presented in the 2018 Area Plan update has not substantively changed.

FY19 Update: *Other than what is described in sections 4-10 below, there are no substantive changes planned for the planning and service area in the year ahead.*

The AAA is aware of changes proposed for the 2020 Census data collection process and hopes that MDoA will serve as a partner in throughout FY19 to the develop effective strategies across the aging network to assure maximum participation will be achieved for the inclusion of older and disabled adults in Maryland. There are some concerns across the aging network that the proposed changes at the federal level could hinder participation by vulnerable or marginalized populations. The AAA would welcome any guidance or support that MDoA can provide in FY19 in advance of the 2020 Census, to facilitate an inclusive process, and accurate count of its target populations.

3. Plans for Targeting Priority Populations- *no substantive changes*

4. Coordination with Other Agencies *In addition to the information provided in the FY2016-19 Area Plan and FY18 Update, the following narrative was requested for the FY18 Addendum.*

The Charles County AAA's response to the opioid crisis. Like many other regions, the opioid crisis in Southern Maryland has been escalating. While the AAA is not the lead agency in any of the efforts to address this public health issue, it certainly has an important role to play through its long standing partnership with the local Health Department and other community organizations.

The Aging & Human Services Division (aka AAA) continues its partnership with the Charles County Commissioners' grant-based initiative to expand the "Drug Take Back" program, which began in FY17. The role of the AAA in this, is to foster awareness by promoting the initiative through various print and digital media outreach methods and to encourage older adults to be a part of the solution to the opioid crisis by properly disposing of any unnecessary or unused prescriptions at designated secure drop-off locations. The initiative is a compliment to other drug disposal initiatives, by waiving disposal fees and expanding the number of secure locations that are able to accept the unused medications, especially narcotics and other controlled dangerous drugs. Senior Centers advertise the program regularly in the SCOOP newsletter. The AAA also encouraged participants to "spring clean" their medicine cabinets and attend National Drug Take Back Day events hosted locally in 2018.

Through a partnership with the local Health Department, the AAA also received a limited supply of specialty drug disposal bags that neutralize and destroy the contents of any drugs that are poured into the sealed bags, making them safe for disposal in regular garbage receptacles. These disposal bags were targeted for distribution to persons who would have a more difficult time getting to a designated drug disposal site, due to mobility issues. By reducing the availability and access to prescription and illegal drugs, individuals can help to prevent the epidemic of substance abuse and prevent accidental overdoses. Also in partnership with the local Health Department, Nalaxone/Narcan kits have been added to the AED units mounted on the walls of Centers and other public buildings throughout the County. Free

training for first responders, volunteers, employees and community members on the use of Narcan has been offered regularly throughout the County in an effort to provide immediate support to persons at risk of overdose. The Health Department can provide free Naloxone supplies to all community-based organizations who have completed the certification training program.

In spring 2018, a nationally recognized substance abuse treatment center opened in Charles County. Recovery Centers of America now operates a large inpatient and outpatient program in the community and has been widely advertising the availability of this new service location. The AAA reached out to the executive leadership at Recovery Centers of America, and plans to host presentations about substance abuse, the opioid epidemic, and prevention strategies at all of its Senior Centers in FY19. In addition, the AAA's MAP/Provider Council will invite a member of the Recovery team to present to the Council in FY19 to increase awareness of the treatment services now available in Charles County, and assure that persons know how to refer and encourage those who may need to be referred for help to the program.

Partnerships with "villages" - There are no established "villages" in the planning and service area at this time. In December 2018, the AAA facilitated a meeting between MDoA and a large not-for-profit service provider of long term care and support services, to explore options for developing a village type program. However, the entity was not able to commit to the project at that time.

Loan Closet Operations: The AAA has successfully operated a loan closet program for several decades. Most of the items in the loan closet are durable medical equipment (DME) which the AAA has purchased directly, or received through community donations. Donated items are assessed for safety and quality and cleaned, before they are loaned out to others. The AAA maintains an inventory of DME and utilizes a loan agreement form when equipment is borrowed from its loan closet. Generally, this equipment is intended to be used on a temporary basis, for persons who either cannot acquire the equipment through their insurance provider, or while awaiting a determination for eligibility to purchase. Some persons also borrow equipment to use when an older adult is visiting the area for a brief time (i.e., transport chair to facilitate an aged relative to attend a family event).

Information gathered on the loan agreement form enables the AAA to make contact with the borrower at established intervals, to see if the equipment is still needed and to receive it back from the borrower when it is no longer needed. The AAA provides a general "thank you" letter for donated items, which the donor can use to demonstrate charitable giving, should they choose to do so. Equipment which is no longer safe or serviceable is disposed of by the AAA, as needed. A limited supply of non-DME items are also available from the AAA's loan closet for one-time or urgent needs, or when a client is awaiting determination for benefits. Such items may include incontinence care supplies, personal hygiene items, or caregiver supplies such as disposable gloves. The AAA may receive unopened products from community donations, or items that are returned if they were purchased with State or Federal grant funds but not used by a client who passes away before the products are fully utilized.

All DME items maintained in the AAA's loan closet are marked with a waterproof property sticker that includes contact information for its return. This has proved helpful, for example, when a borrower lives alone and passes away or re-locates from the planning & service area. Family members can identify the items that belong to the AAA and make arrangements to return them to the loan closet. Items in the loan closet that are directly purchased by the AAA with state or federal funds are designated for use by clients who are eligible for the programs for which funding was allocated. For example, if items were purchased with Senior Care funds, they are used to support persons who are determined eligible for Senior Care, rather than being loaned to the general population who may not be eligible.

5. Nutrition and Supportive Services: *no substantive changes to this section.*

5b. Supportive Services

In addition to the information provided in the FY2016-19 Area Plan and FY18 Update, the following narrative was requested for the FY19 Addendum.

5b4. Role of the local Ombudsman in Emergency Planning & Response:

The Emergency Operations Plan for Charles County designates each agency's role in the development and execution of emergency planning and response. The AAA's role is a secondary support function in the larger Countywide coordinated plan. Therefore, the role of the local Long Term Care Ombudsman is not a primary function of the position, nor is that expected by the AAA. Considering the Ombudsman position in Charles County is minimally funded, the available hours to conduct all mandated services are approximately 20 hours per week. At that staffing level, the program resources are insufficient to perform most ancillary duties, outside of mandated program activities. Long term care facilities are required to demonstrate that they have emergency plans as part of their licensing requirement; a function that is not the responsibility of the local AAA or the Ombudsman. Therefore, all licensed facilities are expected to be in compliance with MDH/OHCQ requirements at the time they are licensed. The local health department and the County's Department of Emergency Services are primarily responsible for assuring that sufficient plans for continuity of operations and disaster preparedness comply with the County's Emergency Operations Plan across all critical service providers, and have the personnel and resources to review and enforce those operations. However, the AAA does maintain a "special needs registry" for persons who are vulnerable and may be at risk during situations such as mandatory evacuation or shelter in place situations. The local Long Term Care Ombudsman can reach out to facilities during emergency situations, as directed by the EOC in support of larger community emergency response initiatives, but does not act independently of such directives and would need to rely upon the primary EOC teams to take appropriate action if warranted.

The AAA anticipates a vacancy in its local Long Term Care Ombudsman in FY19 and will coordinate with the State Long Term Care Ombudsman to address resident needs during the vacancy. A newly certified volunteer ombudsman may be able to help, during the position vacancy, as well. The AAA advised MDoA of the expected FY19 program vacancy in April 2018.

6. State Programs: *no substantive changes*

7. Senior Assisted Living Group Home Subsidy Program – *no substantive changes*

8. Supports Planning for Medicaid Community LTC Services & Supports – *no substantive changes*

9. Focal Points: Senior Centers

In June 2017, the County Commissioners purchased an existing 30,000 square foot facility in Waldorf, MD which will eventually house the new Waldorf Senior & Recreational Center. The project is an inter-Departmental initiative between the Department of Community Services (Aging & Human Services Division) and the Department of Recreation, Parks, and Tourism (DRPT), and the Department of Public Works (DPW). Some delays have occurred in the project, but continual progress is being made and AAA still anticipates opening in FY19, but later than the original target date. Once open, this new facility will replace the current Senior Center in Waldorf. In addition to an expanded array of Senior Center activities, programs and services, the new, larger facility will host persons of all ages as a fully functioning Community Center.

There are no other substantive changes in the operation of Senior Centers in Charles County.

10. Volunteerism- *no substantive changes*

GENERAL ASSESSMENT

1. Is the entity new to operating or managing state and/or federal funds (*has not done so within the past five years*)?

Yes No N/A

COMMENTS

2. Has there been high staff turnover or has the agency reorganized within the last three years?

Yes No N/A

COMMENTS

Partial re-organization in FY16, as noted in the previous two Area Plan submissions. In mid-FY18, the previous AAA Division Chief was promoted to Community Services Director, and an internal candidate who has worked for the AAA for over 17yrs was selected as the new Division Chief in April 2018. A small number of positions have become vacant and re-filled throughout the year, with minimal impact to the agency's operations.

3. Are the staff assigned to the programs inexperienced with the programs (*worked with a program for less than two funding cycles*)?

Yes No N/A

COMMENTS

4. Has the entity been untimely in the submission of:

- | | | | |
|-----------------------|------------------------------|--|------------------------------|
| a) grant applications | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |
| b) fiscal reporting | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |
| c) draw downs | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |
| d) budgets/revisions | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |

COMMENTS

MARYLAND DEPARTMENT OF AGING (MDoA) RISK ASSESSMENT TOOL

5. Has the entity been timely in responding to program/fiscal questions?

Yes No N/A

COMMENTS

6. Have members of the agency (*program offices, auditors, staff employed by the entity, etc.*) alerted MDoA of potential risk areas?

Yes No N/A

COMMENTS

7. Does the entity have effective procedures and controls?

Yes No N/A

COMMENTS

The local government added an internal auditor in FY18, which will strengthen an already sound system of procedures and controls.

8. Other areas of general assessment risk or concern:

COMMENTS

LEGAL ASSESSMENT

1. Does the agency/entity have or previously had a lawsuit(s) filed against them?
(if yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing, and the final judgment rendered)
Yes No N/A

COMMENTS

2. Have any organization staff been jailed, convicted of a felony or are currently under criminal investigation?
Yes No N/A

COMMENTS

3. Other areas of legal assessment risk (*entity-specific*):

COMMENTS

FINANCIAL SYSTEM ASSESSMENT

1. Does the entity have a financial management system in place to track and record the program expenditures? (example: QuickBooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System)
Yes No N/A

COMMENTS

2. Does the accounting system identify the receipts and expenditures of program funds separately for each award?
Yes No N/A

COMMENTS

3. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?
Yes No N/A

COMMENTS

4. Does the entity have a time and accounting system to track and maintain effort (work) by funding source/program?
Yes No N/A

COMMENTS

5. Does the entity have an indirect cost rate?
Yes No N/A (if yes, please include the rate and the entity approving the rate in the comments)

COMMENTS

Charles County Government prepares a Cost Allocation Plan annually with an outside consultant. The AAA is part of County Government and an established indirect cost rate is determined for the AAA. Since the County's Cognizant Agency is HUD, they do not negotiate the rates. The County submits a copy to HUD or makes it available upon request to HUD or any organization under which grants are eligible for indirect.

MARYLAND DEPARTMENT OF AGING (MDoA) RISK ASSESSMENT TOOL

6. Other items of financial system assessment (*entity-specific*)

COMMENTS

The County Department of Fiscal and Administrative Services employs an internal auditor who provides ongoing review and guidance, to assure strict compliance with procedures and controls, as well as recommendations for best practices. The County also undergoes an annual audit by external auditors selected from an RFP process on a multi-year basis contract.

OVERALL FISCAL ASSESSMENT

1. Is the amount of MDoA funding large in terms of percentage of overall funding for the entity?
Yes No N/A

COMMENTS

2. Is there an unusual level of discretion in monetary decisions?
Yes No N/A

COMMENTS

3. Has the entity frequently been untimely in the drawn down of funds?
Yes No N/A

COMMENTS

4. Are there variations over 5% or \$5,000 between expenditures and the approved budget in any individual program/grant?
Yes No N/A

COMMENTS

If the AAA needs to make an adjustment to any programmatic/grant budget as a result of unanticipated expenses, advance approval is needed at both the local and state (MDoA) level. The AAA advises MDoA in writing of its request and obtains authorization prior to initiating any such adjustments.

5. Has the entity returned (*lapsed*) significant unspent funds?
Yes No N/A

COMMENTS

MARYLAND DEPARTMENT OF AGING (MDoA) RISK ASSESSMENT TOOL

6. Does the entity have a large amount of budget carryover?

Yes No N/A

COMMENTS

7. Other items of overall fiscal assessment (*entity-specific*):

COMMENTS

FINANCIAL STABILITY ASSESSMENT

1. Has a State agency or another authority placed the entity in a special financial status (e.g., financial watch, fiscal emergency, high risk, etc.)?

Yes No N/A

COMMENTS

The AAA has consistently received compliments regarding its stringent fiscal practices, and has had no substantive deficiencies in any of its internal or external audits.

2. Has the entity ever used special loan or funding programs to meet its cash needs?

Yes No N/A

COMMENTS

3. Has the entity had difficulties raising local revenue (e.g., taxes, levies, fundraising, etc.)?

Yes No N/A

COMMENTS

The AAA does not directly participate in any of the described revenue activities.

4. Has the State or other authority placed special financial conditions on the entity's award?

Yes No N/A

COMMENTS

5. Do the financial reports show an insufficient fund balance after meeting its obligations?

Yes No N/A

COMMENTS

MARYLAND DEPARTMENT OF AGING (MDoA) RISK ASSESSMENT TOOL

6. Has the entity had difficulty meeting matching/maintenance of effort requirements?

Yes No N/A

COMMENTS

7. Do the entity's financial reports indicate cash flow problems?

Yes No N/A

COMMENTS

8. Do the financial reports indicate possible supplanting issues?

Yes No N/A

COMMENTS

9. Do the entity's financial reports indicate a large number of corrections or journals?

Yes No N/A

COMMENTS

10. Has the entity provided adequate supporting documentation for draws and reporting requirements?

Yes No N/A

COMMENTS

11. Other items of financial stability assessment (*entity-specific*):

COMMENTS

MARYLAND DEPARTMENT OF AGING (MDoA) RISK ASSESSMENT TOOL

Name of Agency Charles County Government / Department of Community Services

Person Completing Assessment Dina M. Barclay, Department of Community Services Director

Date May 16, 2018