



Northeast Nebraska Area Agency on Aging

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March 22, 2016

Nebraska Department of Health and Human Services
State Unit on Aging
Cynthia Brammeier, Administrator
P.O. Box 95026
Lincoln, NE 68509-5026

Dear Cynthia,

The attached information is the FY'17-19 Area Plan and the FY'17 Budget for the Northeast Nebraska Area Agency on Aging.

The Governing Board reviewed and approved the Plan and Budget on Thursday, March 17, 2016. The Advisory Board reviewed and approved the Plan and Budget on Wednesday, March 16, 2016.

The Aging and Disability Resource Center (ADRC) service narrative and units are not included in the information. Once I received instructions on this service from the State Unit on Aging, I will provide it for you.

Thanks to you and your staff for your assistance in the development of this Plan and Budget. My staff and I appreciated the training in December. Certainly contact me if you have any questions.

Sincerely,

Connie Cooper

Connie Cooper
Executive Director

Cc: Dennis Kment

Northeast Nebraska Area Agency on Aging

Area Plan

July 1, 2016 through June 30, 2019

Annual Budget

July 1, 2016 through June 30, 2017

Grantor:

State Unit on Aging

Division of Medicaid & Long-Term Care

Department of Health & Human Services

P.O. Box 95026

Lincoln, NE 68509

AREA AGENCY ON AGING: Northeast Nebraska Area Agency on Aging

Application to operate a service project for older Nebraskans under the Older Americans Act, as reauthorized and amended for the period beginning July 1, 2016 and ending June 30, 2017 in planning and service area C.

AND

Annual application for support for the period beginning July 1, 2016 and ending June 30, 2017

The applicant agrees to comply with all federal state and local rules, regulations and policies as outlined in the Older Americans Act, as amended; the Nebraska Community Aging Services Act, the Nebraska Care Management Act, the Local Long-Term Care Ombudsman Program; policies and/or regulations established by the HHS-State Unit of Aging and all other applicable rules, regulations, assurances and ordinances. This includes assurances included in this document.

GRANTEE:

CHAIRMAN of the Area Agency on Aging (or comparable official authorized to sign this document):

Name: Northeast Nebraska Area Agency on Aging Name: Dennis Kment
Address: 119 West Norfolk Avenue Address: 56779 Golf Course Road
City: Norfolk, NE Zip 68701 City: Stanton, NE Zip 68779
Phone: (402) 370-3454 Phone: (402) 439-2313
Executive Officer: Connie Cooper, Director

APPLICATION FOR FUNDS 07/01/2016 through 06/30/2017

| | |
|---|----------------|
| III-B - Supportive Services -(Lines 17a, 17b, 18a & 18b) | \$809,672.00 |
| III-C(1) - Congregate Meals (Lines 17a, 17b, 18a & 18b) | \$565,225.00 |
| III-C(2) - Home-Delivered Meals(Lines 17a, 17b, 18a & 18b) | \$287,332.00 |
| III-D - Disease Prevention & Health Promotion (Lines 17a, 17b, 18a & 18b) | \$17,812.00 |
| III-E - Family Caregivers Support Program (Lines 17a, 17b, 18a & 18b) | \$340,815.00 |
| VII-Ombudsman & Elder Abuse(Lines 17a, 17b, 18a & 18b) | \$27,997.00 |
| Other Programs (Line 18a) | \$0.00 |
| CASA Only, including Care Management, Senior Companion, & ADRC (Lines 17a, 17b, 18a, 18c) | \$599,994.00 |
| SUBTOTAL | \$2,648,847.00 |
| Area Agency on Aging Composite Match (Lines 14a-15b) | \$1,439,521.00 |
| Area Agency on Aging Composite Non-Match(Lines 10-12) | \$2,283,831.00 |
| Area Agency on Aging Composite Gross Cost (Line 9) | \$6,372,199.00 |

I hereby certify that I am authorized to submit this application and plan

Signed:

Connie Cooper
Connie Cooper
Director
Northeast Nebraska Area Agency on Aging

Dennis Kment
Dennis Kment
Chairman, NENAAA Governing Board
Northeast Nebraska Area Agency on Aging

1. This review was made at the Advisory Committee meeting on March 16, 2016.
2. The Advisory Committee for the Northeast Nebraska Area Agency on Aging has reviewed the Area Plan Application for this Area Agency on Aging and has the following attached comments.

Attach other comments on separate pages(s) as needed.

See attached.

3. Specify groups and/or agencies which have been involved in the development of this plan.

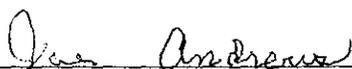
Attach additional page(s) as needed.

Groups involved in the development of the FY'2017-19 Area Plan of the Northeast Nebraska Area Agency on Aging were: the Planning Committee, Senior Centers, Service Providers, NENAAA Advisory Board, NENAAA Governing Board and Agency staff.

The Northeast Nebraska Area Agency on Aging Advisory Committee recommends that the DHHS State Unit on Aging approve the FY 2017-19 Area Plan.

YES NO

Signed:



 Chairman of Advisory Committee

March 16, 2016

Date:

Advisory Board continued

The Northeast Nebraska Area Agency on Aging Area Plan for FY 2017-19 was reviewed and approved by the Northeast Nebraska Area Agency on Aging Advisory Board on March 16, 2016. Carole Nordby made a motion and Karen Havranek seconded the motion to approve the FY 2017-19 Area Plan as presented. Roll Call vote: 17 AYES (Joe Andrews, Diane Bolling, Chris Dixon, John Goeller, Rachel Gutshall, Rozanne Hintz, Marigay Jackson, Connie McNare, Liz French, Norm Frerichs, Sandra Hall, Karen Havranek, Gladys Huettmann, Charlie Kyser, Linda Elliott, Edwin McCauley, Carole Nordby); 0 NAYES; 4 ABSENT (Sharolyn Buss, Mae Greve, Tom Healy, Sherry Reifenrath). The motion carried unanimously.

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Section A Administrative

Section A.3. Administrative

Only submit these documents if they have changed since the Area Plan FY16, or 5-Year Plan submissions:

- a. Governing Board and Advisory Board by-laws
- b. Conflict of Interest Statement / Declaration for Board Members
- c. Advisory members, Staff, and volunteers
- d. A sample Senior Center disaster plan
- e. Disaster Plan for the Area Agency on Aging
- f. Sample contract/s used with services not directly provided by employees and volunteers of the agency.

| Section A. 3. | Document Title | Most Recent Submission | No Change / Included |
|----------------------|--|-------------------------------|-----------------------------|
| A.3.a.1. | Governing Board by-laws | 4/1/2015 | No Change |
| A.3.a.2. | Advisory Board by-laws | 4/1/2016 | Included |
| A.3.b.1. | Conflict of Interest Statement | 4/1/2015 | No Change |
| A.3.b.2. | Declaration for Board Members | 4/1/2015 | No Change |
| A.3.c.1. | Advisory members list | 4/1/2016 | Included |
| A.3.c.2. | Staff list | 4/1/2016 | Included |
| A.3.c.3. | Governing Board members | 4/1/2016 | Included |
| A.3.d. | Sample Senior Center disaster plan | 4/1/2016 | Included |
| A.3.e. | Disaster Plan for the Area Agency on Aging | 4/1/2015 | No Change |
| A.3.f. | Sample contract | 4/1/2016 | Included |

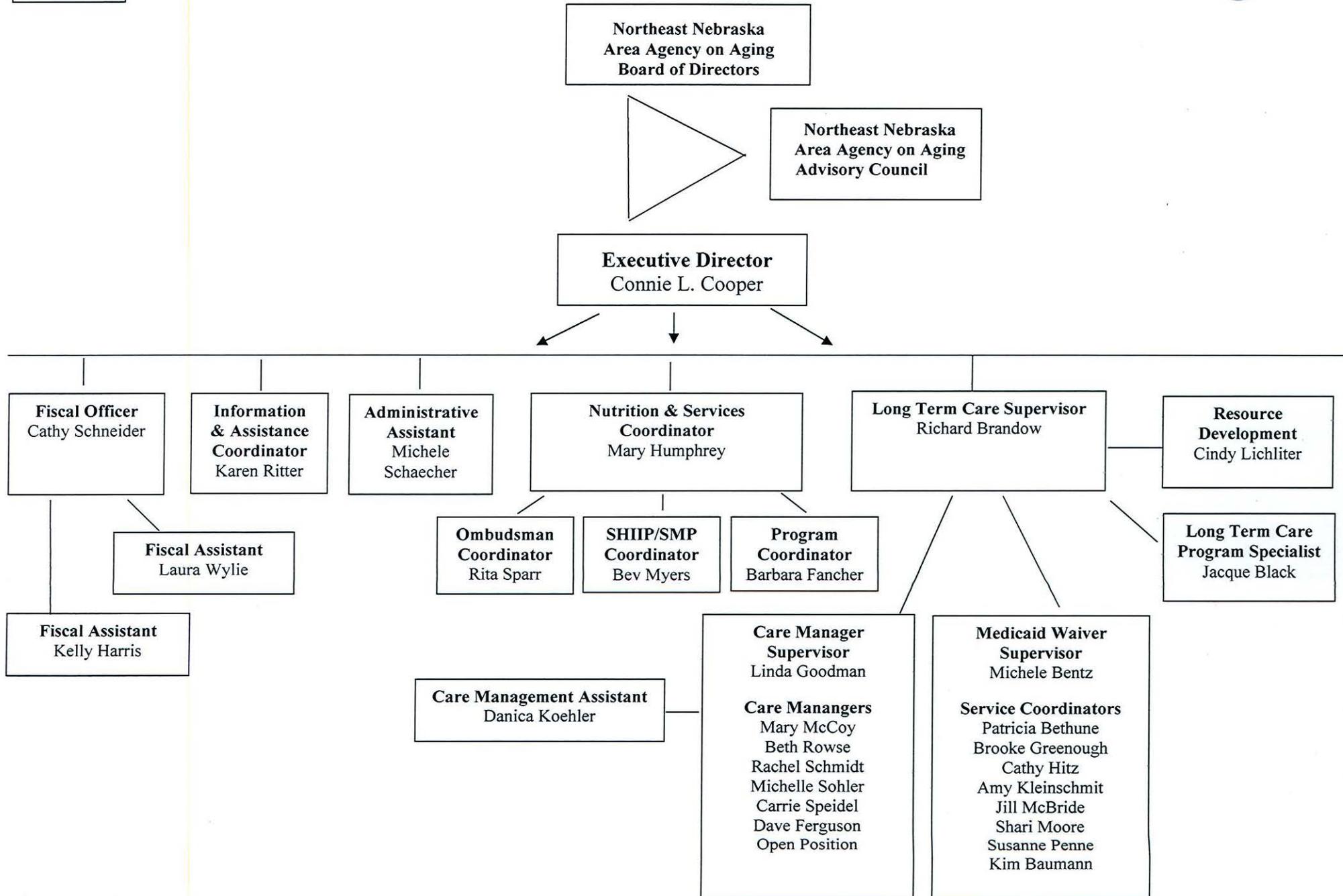
Section A

Administrative

Northeast Nebraska Area Agency on Aging Staff

| <u>Name/FTE</u> | <u>Descriptions of staffing</u> |
|----------------------------|--|
| Connie Cooper-1.0 | Executive Director |
| Michele Schaecher-1.0 | Administrative Assistant |
| Karen Ritter-1.0 | Information & Assistance Coordinator |
| Mary Humphrey-1.0 | Nutrition and Services Coordinator |
| Barbara Fancher-1.0 | Nutrition, Services & Family Caregiver Support |
| Bev Myers-1.0 | SHIIP/SMP Coordinator |
| Rita Sparr -.50 | Ombudsman Coordinator |
| Richard Brandow-1.0 | Long Term Care Supervisor |
| Jacque Black-1.0 | Long Term Care Program Specialist |
| Michele (Shelly) Bentz-1.0 | Medicaid Waiver Supervisor |
| Patricia Bethune-1.0 | Medicaid Waiver Services Coordinator |
| Kim Baumann-PRN | Senior Care Options |
| Brooke Greenough-1.0 | Medicaid Waiver Services Coordinator |
| Shari Moore-1.0 | Medicaid Waiver Services Coordinator |
| Jill McBride-.74 | Medicaid Waiver Services Coordinator |
| Cathy Hitz-1.0 | Medicaid Waiver Services Coordinator |
| Susanne Penne-1.0 | Medicaid Waiver Services Coordinator |
| Amy Kleinschmit-1.0 | Medicaid Waiver Services Coordinator |
| Cindy Lichliter-1.0 | Resource Development |
| Linda Goodman-1.0 | Care Management Supervisor |
| Danica Koehler-1.0 | Care Management Assistant |
| David Ferguson-1.0 | Care Manager |
| Rachel Schmidt-1.0 | Care Manager |
| Mary McCoy-.5 | Care Manager |
| Carrie Speidel-.74 | Care Manager |
| Beth Rowse-.74 | Care Manager |
| Michelle Sohler-1.0 | Care Manager-IIIIE |
| Open position -.50 | Care Manager |
| Cathy Schneider-1.0 | Fiscal Officer |
| Kelly Harris-1.0 | Fiscal Assistant |
| Laura Wylie-1.0 | Fiscal Assistant |

NORTHEAST NEBRASKA AREA AGENCY ON AGING ORGANIZATIONAL CHART



**NORTHEAST NEBRASKA AREA AGENCY ON AGING
GOVERNING BOARD**

April 2016

Dennis Kment (Chairperson)
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joykm@stanton.net

LeRoy Kerkman
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**NORTHEAST NEBRASKA AREA AGENCY ON AGING
GOVERNING BOARD**

April 2016

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**denotes "not an elected official"

**NORTHEAST NEBRASKA AREA AGENCY ON AGING
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April 2016

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April 2016

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ADVISORY COUNCIL BY-LAWS

FOR

NORTHEAST NEBRASKA AREA AGENCY ON AGING

(amended 3/19/15)

(amended 3/19/15)

**BY-LAWS FOR ADVISORY COUNCIL
NORTHEAST NEBRASKA AREA AGENCY ON AGING**

ARTICLE 1 – COUNCIL

Section 1. Name of Council. The name of the Council shall be the Northeast Nebraska Area Agency on Aging Council.

ARTICLE II – PURPOSE

Section 1. Purposes. The purpose of the Council shall be as follows:

- A) To provide local input to the development and operation of the Northeast Nebraska Area Agency on Aging.
- B) To act as the firm official advocate for that member's area's older Citizens with regard to their needs, problems, concerns and issues.
- C) To assist the Northeast Nebraska Area Agency on Aging in the development and administration of needed services to meet the identified priority needs of the area's older citizens as outlined in the Agency's annual area plan.
- D) To monitor and evaluate continually those services and programs for persons over 60 that are in the member's area to insure that services and programs are meeting the needs of that area's older citizens.
- E) To engage in studies, research, demonstrations, experiments, and other activities as may be necessary for developing recommendations and proposals to the Northeast Nebraska Area Agency on Aging.

ARTICLE III – MEMBERSHIP

Section 1. Representation. Each participating county or city will be represented by one member. Each participating Native American Tribe will have the opportunity to be represented by one member.

Section 2. Eligibility. The majority of the representatives shall be individuals 60 or above. The Council shall consist of representatives of program participants, the general public, and representatives of public and private agencies. At least one-half of the membership shall be made up of actual consumers of services under the area plan.

Section 3. Term. The Northeast Nebraska Area Agency on aging Board of Directors shall appoint members to serve for a term of three years from the date of their appointment. The first time appointments shall be staggered so that one-third of the members have a one-year term, one-third have a two-year

term, one-third have a three-year term. Members may be reappointed to additional terms. All vacancies shall be filled by appointments of the Board of Directors at a regular meeting.

- Section 4. Compensation. Members shall receive no compensation for services. Dependent upon availability of funds, members may be entitled to expenses incurred in the discharge of duties including travel expenses.
- Section 5. Removal of a Board Member. The Council may remove a member when it determines that it is in the best interest of the Council to do so. If the Council determines by a majority vote that a member shall be removed, the Chairman shall report that recommendation to the Governing Board for its consideration.

ARTICLE IV - OFFICERS

- Section 1. Officers. The officers of the Northeast Nebraska Area Agency on Aging Advisory Council shall be the chairman, vice-chairman, and the secretary.
- Section 2. Chairman. The chairman shall preside at all meetings. At each meeting, The chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Northeast Nebraska Area Agency on Aging Advisory Council. The chairman shall appoint committees as needed.
- Section 3. Vice-Chairperson. The vice-chairman shall perform the duties of the Chairman in the absence or incapacity of the chairman and in the case of the resignation or death of the chairman. The vice-chairman shall perform such duties as are imposed on the chairman until such time as the Northeast Nebraska Area Agency on Aging Advisory Council elect a new chairman.
- Section 4. Secretary. The secretary shall have the specific responsibility to act as secretary of the meetings. The secretary shall keep a record of all proceedings, including a record of all votes and general business.
- Section 5. Election and Appointment. The chairman, vice-chairman, and secretary shall be elected annually, in July, and take office at the conclusion of the annual meeting.
- Section 6. Vacancies. Should the offices of chairman, vice-chairman or secretary become vacant, the Council shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office.

ARTICLE V – MEETINGS

- Section 1. Annual Meetings. The annual meeting of the Council shall be its July meeting of each year at the regular meeting place of the Council.
- Section 2. Regular Meetings. The regular meetings shall be held at such time or place as may from time to time be designated by resolution.
- Section 3. Special Meetings. Special meetings of the Northeast Nebraska Area Agency on Aging Advisory Council may be called by the chairman or five members of the Council for the purpose of transaction any business designated by the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Council at least two (2) days prior to the date of such special meeting.
- Section 4. Voting. One-third of the membership of the Northeast Nebraska Area Agency on Aging Advisory Council shall constitute a quorum for the purpose of conducting its business and for all other purposes. Action may be taken by the Council upon a vote of the majority of the members present.

ARTICLE VI – RULES OF ORDER

- Section 1. Rules of Council. The rules contained in Robert's Rules of Order shall govern the Council and in all cases to which they are applicable and in which they are not inconsistent with the agreement creating this Council and its By-Laws.

ARTICLE VII – AMENDMENTS

- Section 1. Amendments to By-Laws. The By-Laws of the Council shall be amended by a majority vote, but no such amendment shall be adopted unless at least 30 days written notice thereof has been given to all members of the Council.

Pandemic Influenza/Disaster Plan of Action for Senior Centers

I. Pre-Disaster Preparation:

- 1) Center manager and or designated board member become a part of their community Pandemic Flu Plan of Action group
- 2) Identify person or persons to take the lead at the center and to receive information from NENAAA and to inform senior citizens and volunteers with accurate information.
- 3) Identify personnel/volunteers to cook meals, deliver meals, do phone calling to senior citizens, answer phone calls, etc
 - a) Have backups for every task
- 4) Develop a list of all meal participants, their phone numbers and a family member name and number.
 - a) Have a priority list of most frail and or those who will need a home delivered meal during a pandemic
 - b) Keep lists current and easily accessible
- 5) Begin to purchase/set aside a 6-8 week supply of the following items:
 - a) Food items -shelf staple, such as canned meats, fruits, etc, in case of power outages
 - b) Disposable masks and gloves for all staff and volunteers
 - c) Disposable meal containers
 - d) Hand sanitizer and disinfectants
- 6) Educate participants and staff on, but not limited to:
 - a) Pandemic flu
 - b) Center's plan of action during a pandemic
 - c) Importance of sanitation before, during, and after a pandemic
 - d) Supplies needed at home
 - e) Having meal supplements on hand, such as Carnation Instant Breakfast
 - f) Having enough of their medications to get them through the pandemic
 - g) Importance of a family/friend support system during a pandemic
 - h) Importance of emergency phone numbers (ambulance, family contact, police etc) that are easily accessible
 - i) Individual plan of action if meal provider can not supply meals
- 7) Encourage meal participants to have an insulated cooler available to be used for receiving meals during a pandemic
- 8) Annually review center's plan of action

II. Plan of Action When Pandemic/Disaster Occurs:

- 1) After receiving a call from the Northeast Area Agency on Aging that a pandemic has started, inform participants in attendance
- 2) Call or inform key personnel/volunteers to initiate the center's plan of action
- 3) Designated person call radio station to announce that the senior center's plan of action is in effect
- 4) Designated person(s) begin calling participants stating pandemic plan of action is in place and to place a cooler for meal delivery outside their front door
- 5) Close center for all services except home delivered meals.
- 6) Have minimal hours of operation and staffing at the center each day, only enough to prepare a meal and deliver meals.
- 7) Supply all staff and volunteers with masks and gloves to be worn at center and during delivery of meals.
- 8) Prepare meals to the best of your ability
- 9) Meal delivery persons are to place meals inside a cooler that has been placed by the front door. Recommend no personal contact if at all possible.
- 10) Designated person(s) phone participants as needed to check up on them and keep them informed on any new and accurate information.
- 11) If center is unable to prepare meals and or all center volunteers/staff are ill, follow the center's emergency meal plan of action if possible.

III. Plan of Action When Pandemic/Disaster Has Lifted:

- 1) After receiving accurate information that the crisis is over, evaluate the situation of the center.
- 2) Call all participants and inform them of accurate information
- 3) Clean and sanitize center
- 4) Reopen as soon as possible for services.

STANDARD LEGAL SERVICES PROVIDER SUBAWARD

This subaward by and between the Northeast Nebraska Area Agency on Aging, located at 119 W. Norfolk Avenue, Norfolk, NE (hereinafter referred to as "AAA" and Legal Aid of Nebraska, located at 209 S. 19th Street, Suite 200, Omaha, NE 68102 (hereinafter referred to as "Subrecipient").

I. GENERAL TERMS

- A. Provision of Service:
 - a. Legal Assistance – provision of legal advice/ counseling, brief service and representation by an attorney.
 - b. Legal Education – provision of education on issues of concern to older individuals.
- B. Eligible individual/client: A Native American person 60 years of age or older and in greatest economic or social need.
- C. Service area: Planning and Service Area counties.
- D. Term: Shall be for a period of one year commencing July 1, 2016 and ending June 30, 2017.
- E. Subaward amount: The maximum dollar amount payable under this subaward is \$7,000 subject to availability.

The AAA and the Subrecipient therefore enter into the following:

II. SCOPE OF SERVICE

- A. This subaward provides for a legal assistance program (and includes legal education services).
- B. Services will be delivered in the following designated counties: Knox and Thurston
- C. The Subrecipient will give priority to legal assistance related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, and neglect and age discrimination. (As stated in the Older Americans Act).
- D. The Subrecipient will give priority for legal assistance services to those older individuals who are: rural, in greatest economic or social need, severely disabled, limited in English proficiency, suffering from Alzheimer's disease or related disorders, at risk of institutionalization, at risk of homelessness or at risk of or under guardianship. (Older Americans Act target groups).
- E. All legal services provided will be delivered in a manner which conforms to Legal Services Statewide Standards of the Nebraska Department of Health and Human Services, State Unit on Aging.

III. SUBRICIPIENT DUTIES

- A. Provide clients in greatest social and economic need legal assistance, legal advice, counseling and representation, in the priority legal issue areas outlined in this subaward.
- B. Provide targeting and outreach to identify older individuals eligible for assistance under this subaward with special emphasis on individuals who are: rural, in greatest economic or social need, severely disabled, limited in English proficiency, suffering from Alzheimer's disease or related disorders, at risk of institutionalization, at risk of homelessness or at risk of or under guardianship. The outreach will not only identify but will inform these older individuals and their caregivers of the availability of legal assistance under this subaward.
- C. Provide legal services in the following descending order of priority:
 - a. Protective Services, including but not limited to abuse, prevention, financial exploitation, defense of guardianship and conservatorship proceedings, durable powers of attorney, and nursing home rights.
 - b. Public benefits, including but not limited to social security, veterans benefits, food stamps, Medicaid (except spousal impoverishment), supplemental security income, and Medicare.
 - c. Housing and essential services, including but not limited to tenant rights, utilities, and public housing.
 - d. Health care, including patient rights, health care powers of attorney, and living wills.
 - e. Debt collection when there is a meritorious defense, when a repayment agreement is possible, or when assets are subject to attachment or garnishment.
 - f. Consumer fraud.
 - g. Spousal impoverishment.
 - h. Dissolution of marriage, where income is affected.
 - i. Wills.
- D. Provide in-home visits to homebound clients, including visits to long-term care facilities as needed.
- E. Visit each senior center in service area (see attached list) one time each fiscal year to provide legal education and legal assistance.
- F. Provide each eligible individual with a voluntary opportunity to contribute to the cost of the service; protect the privacy of each eligible individual with respect to his/her contribution; establish appropriate procedures to safeguard and account for all contributions. Work with the AAA to use all contributions received to supplement, not supplant, the legal assistance services available during the period of this contract. Make each client aware that voluntary contributions are welcome and provide information which includes a suggested contribution and the actual cost of a unit of service.
- G. Means testing shall not be used for providing services under this subaward. Services shall not be denied to older individuals who do not contribute to the cost of the service.

- H. Not subcontract any interest or obligation arising under this subaward without written agreement of the AAA.
- I. Demonstrate to the AAA the capacity to provide legal assistance in the principal language spoken by clients in areas where a significant number of clients do not speak English as their principal language.
- J. Coordinate services with AAA staff on programs including but not limited to Long Term Care Ombudsman, Senior Medicare Patrol, Caregiver, Nutrition and Medicaid Waiver in developing and utilizing a procedure for case acceptance and referrals.
- K. Submit programmatic and fiscal reports to the AAA as per an established schedule including the quarterly and annual reports. Financial reports, as required, must be submitted to the AAA office no later than 10:00 a.m. on the 6th day of each month. Failing to meet the reporting deadline will result in no reimbursement that month. Payment will be held until the following month.
- L. Provide community education services to include, speaking engagements, preparation of bulletins and inclusion of articles in the Subrecipient and the AAA newsletters.
- M. Abide by the Code of Professional Responsibility adopted by the Supreme Court of Nebraska to regulate the practice of law.
- N. Develop and follow a protocol for referral of fee generating cases. Provide clients with a list of attorneys participating in the geographic area.
- O. Work with the AAA to develop a program policy on conflict of interest.
- P. Provide certificate of the insurance to the Northeast Nebraska Area Agency on Aging.
- Q. Work with the AAA to develop and utilize a method of surveying client satisfaction without breaching client confidentiality.
- R. Work with the AAA to develop and utilize a plan for coordination of services with the Legal Services Corporation.

IV. AAA Duties

- A. Reimburse the Subrecipient for services provided under this subaward.
- B. Provide the Subrecipient with forms for reporting units of service and expenditures of services provided under this subaward.
- C. Ensure that the attorneys, paralegals and other non-lawyers involved in providing Title IIIB legal assistance under this contract can demonstrate their expertise in the priority issue areas necessary to provide effective administrative and judicial representation to older persons in social or economic need.

- D. Work with the Subrecipient to assure that all paralegals/legal assistants who provide client services are supervised directly by an attorney, and that all paralegals/legal assistants adhere to the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc.
- E. Work with the Subrecipient to develop local program plans for reaching the target populations and addressing the priority issue areas.
- F. Provide to the Subrecipient copies of written monitoring reports, monitoring checklists and onsite assessment reports pursuant to services under this subaward.
- G. The AAA shall not require the Sunrecipient to reveal any information that is protected by attorney client privilege.
- H. AAA shall indemnify and hold harmless Subrecipient for claims arising by reason of any act or omission of the AAA under this subaward.

V. TERMINATION OR SUSPENSION

- A. This subaward is contingent upon the availability of funds. In the event funds for this service are not available to the AAA, the AAA may terminate the subaward by written notice of 30 working days and no further services or payment for services shall be rendered.
- B. If either the Subrecipient or the AAA abandons, non-performs, or before completing, discontinues services; or if the commencement or timely completion of the service by either party is rendered improbably, infeasible or illegal, the other party may, by written notice of 30 days, terminate or suspend any or all of this obligation under this subaward until such time as the events or conditions resulting in such suspension has ceased or been corrected.
- C. Either party may terminate this subaward by providing 30 days written notice of the termination to the other party.

IN WITNESS THEREOF, the AAA and Subrecipient, by and through their authorized officers, have duly executed this contract.

FOR THE AREA AGENCY ON AGING

FOR THE SUBRECIPIENT

SIGNATURE

SIGNATURE

NAME AND TITLE

NAME AND TITLE

DATE

DATE

STANDARD LEGAL SERVICES PROVIDER SUBAWARD

This subaward by and between the Northeast Nebraska Area Agency on Aging, located at 119 W. Norfolk Avenue, Norfolk, NE (hereinafter referred to as "AAA" and Legal Aid of Nebraska, located at 209 S. 19th Street, Suite 200, Omaha, NE 68102 (hereinafter referred to as "Subrecipient").

I. GENERAL TERMS

- A. Provision of Service:
 - a. Legal Assistance – provision of legal advice/ counseling, brief service and representation by an attorney.
 - b. Legal Education – provision of education on issues of concern to older individuals.
- B. Eligible individual/client: A person 60 years of age or older and in greatest economic or social need.
- C. Service area: Planning and Service Area counties.
- D. Term: Shall be for a period of one year commencing July 1, 2016 and ending June 30, 2017.
- E. Subaward amount: The maximum dollar amount payable under this subaward is \$27,000 subject to availability.

The AAA and the subrecipient therefore enter into the following:

II. SCOPE OF SERVICE

- A. This subaward provides for a legal assistance program (and includes legal education services).
- B. Services will be delivered in the following designated counties:
Antelope, Boone, Boyd, Brown, Burt, Cedar, Cherry, Colfax, Cuming, Dakota, Dixon, Holt, Keya Paha, Knox, Madison, Nance, Pierce, Platte, Rock, Stanton, Thurston and Wayne.
- C. The subrecipient will give priority to legal assistance related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, and neglect and age discrimination. (As stated in the Older Americans Act).
- D. The subrecipient will give priority for legal assistance services to those older individuals who are: rural, in greatest economic or social need, severely disabled, limited in English proficiency, suffering from Alzheimer’s disease or related disorders, at risk of institutionalization, at risk of homelessness or at risk of or under guardianship. (Older Americans Act target groups).

- E. All legal services provided will be delivered in a manner which conforms to Legal Services Statewide Standards of the Nebraska Department of Health and Human Services, State Unit on Aging.

III. SUBRECIPIENTS DUTIES

- A. Provide clients in greatest social and economic need legal assistance, legal advice, counseling and representation, in the priority legal issue areas outlined in this subaward.
- B. Provide targeting and outreach to identify older individuals eligible for assistance under this subaward with special emphasis on individuals who are: rural, in greatest economic or social need, severely disabled, limited in English proficiency, suffering from Alzheimer's disease or related disorders, at risk of institutionalization, at risk of homelessness or at risk of or under guardianship. The outreach will not only identify but will inform these older individuals and their caregivers of the availability of legal assistance under this subaward.
- C. Provide legal services in the following descending order of priority:
- a. Protective Services, including but not limited to abuse, prevention, financial exploitation, defense of guardianship and conservatorship proceedings, durable powers of attorney, and nursing home rights.
 - b. Public benefits, including but not limited to social security, veterans benefits, food stamps, Medicaid (except spousal impoverishment), supplemental security income, and Medicare.
 - c. Housing and essential services, including but not limited to tenant rights, utilities, and public housing.
 - d. Health care, including patient rights, health care powers of attorney, and living wills.
 - e. Debt collection when there is a meritorious defense, when a repayment agreement is possible, or when assets are subject to attachment or garnishment.
 - f. Consumer fraud.
 - g. Spousal impoverishment.
 - h. Dissolution of marriage, where income is affected.
 - i. Wills.
- D. Provide in-home visits to homebound clients, including visits to long-term care facilities as needed.
- E. Visit each senior center in service area (see attached list) one time each fiscal year to provide legal education and legal assistance.
- F. Provide each eligible individual with a voluntary opportunity to contribute to the cost of the service; protect the privacy of each eligible individual with respect to his/her contribution; establish appropriate procedures to safeguard and account for all contributions. Work with the AAA to use all contributions received to supplement, not supplant, the legal assistance services available during the period of this subaward. Make each client aware that voluntary contributions are welcome and provide

information which includes a suggested contribution and the actual cost of a unit of service.

- G. Means testing shall not be used for providing services under this subaward. Services shall not be denied to older individuals who do not contribute to the cost of the service.
- H. Not subcontract any interest or obligation arising under this subaward without written agreement of the AAA.
- I. Demonstrate to the AAA the capacity to provide legal assistance in the principal language spoken by clients in areas where a significant number of clients do not speak English as their principal language.
- J. Coordinate services with AAA staff on programs including but not limited to Long Term Care Ombudsman, Senior Medicare Patrol, Caregiver, Nutrition and Medicaid Waiver in developing and utilizing a procedure for case acceptance and referrals.
- K. Submit programmatic and fiscal reports to the AAA as per an established schedule including the quarterly and annual reports. Financial reports, as required, must be submitted to the AAA office no later than 10:00 a.m. on the 6th day of each month. Failing to meet the reporting deadline will result in no reimbursement that month. Payment will be held until the following month.
- L. Provide community education services to include, speaking engagements, preparation of bulletins and inclusion of articles in the Subrecipient and the AAA newsletters.
- M. Abide by the Code of Professional Responsibility adopted by the Supreme Court of Nebraska to regulate the practice of law.
- N. Develop and follow a protocol for referral of fee generating cases. Provide clients with a list of attorneys participating in the geographic area.
- O. Work with the AAA to develop a program policy on conflict of interest.
- P. Provide certificate of the insurance to the Northeast Nebraska Area Agency on Aging.
- Q. Attend at least one training annually relevant to the Title IIIB contract.
- R. Work with the AAA to develop and utilize a method of surveying client satisfaction without breaching client confidentiality.
- S. Work with the AAA to develop and utilize a plan for coordination of services with the Legal Services Corporation.

IV. AAA Duties

- A. Reimburse the Subrecipient for services provided under this subaward.

- B. Provide the Subrecipient with forms for reporting units of service and expenditures of services provided under this subaward.
- C. Ensure that the attorneys, paralegals and other non-lawyers involved in providing Title IIIB legal assistance under this contract can demonstrate their expertise in the priority issue areas necessary to provide effective administrative and judicial representation to older persons in social or economic need.
- D. Work with the Subrecipient to assure that all paralegals/legal assistants who provide client services are supervised directly by an attorney, and that all paralegals/legal assistants adhere to the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc.
- E. Work with the Subrecipient to develop local program plans for reaching the target populations and addressing the priority issue areas.
- F. Provide to the Subrecipient copies of written monitoring reports, monitoring checklists and onsite assessment reports pursuant to services under this subaward.
- G. The AAA shall not require the Subrecipient to reveal any information that is protected by attorney client privilege.
- H. AAA shall indemnify and hold harmless Subrecipient for claims arising by reason of any act or omission of the AAA under this subaward.

V. TERMINATION OR SUSPENSION

- A. This subaward is contingent upon the availability of funds. In the event funds for this service are not available to the AAA, the AAA may terminate the subaward by written notice of 30 working days and no further services or payment for services shall be rendered.
- B. If either the Subrecipient or the AAA abandons, non-performs, or before completing, discontinues services; or if the commencement or timely completion of the service by either party is rendered improbably, infeasible or illegal, the other party may, by written notice of 30 days, terminate or suspend any or all of this obligation under this subaward until such time as the events or conditions resulting in such suspension has ceased or been corrected.
- C. Either party may terminate this subaward by providing 30 days written notice of the termination to the other party.

IN WITNESS THEREOF, the AAA and Subrecipient, by and through their authorized officers, have duly executed this contract.

FOR THE AREA AGENCY ON AGING

FOR THE SUBRECIPIENT

SIGNATURE

SIGNATURE

NAME AND TITLE

NAME AND TITLE

DATE

DATE

III B SUPPORTIVE SERVICES SUBAWARD

This subaward is made and entered into this 1st day of July, 2016, by and between the Northeast Nebraska Area Agency on Aging, Norfolk, Nebraska, hereinafter called "Agency," and _____ Hereinafter called "Subrecipient".

1. **RECITALS.**

(A) Agency is a single purpose unit of government of the State of Nebraska authorized to provide services for persons 60 years of age or older within the Northeast Nebraska area.

(B) Agency has received a subaward from the Nebraska Department of Health and Human Services State Unit on Aging, an agency of the State of Nebraska, to provide supportive services to persons 60 years of age and older in planning and service area "C".

(C) Subrecipient is presently operating as a provider of supportive services and is capable and desirous of providing such supportive services as are hereinafter enumerated for and on behalf of the Agency.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

2. **AGREEMENT.** Subrecipient is hereby retained and appointed by Agency to provide supportive services to designated sites (see #18 (G)), as a part of the III B program for the elderly within the Northeast Nebraska planning and service area and any other area designated by Agency.

3. **ELIGIBILITY.** Only participants that are 60 years of age or older are eligible for III B supportive services.

4. **DEFINITIONS of III B SUPPORTIVE SERVICES:**

(A) **Nutrition Education:**

Program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health information (as it relates to nutrition). Presentation in a group setting overseen by a registered dietitian or individual of comparable expertise. Subrecipient will be responsible to meet two State required sessions. Counted by the person.

(B) **Information and Assistance: (I & A)**

A service that: Provides individuals with information on services available within the community, this includes any SHIP and Medicare Part D activities. Links individuals to the services and opportunities that are available within the community. To the maximum extent practicable, establishes adequate follow-up procedures. Must be a one on one contact.

Examples of I & A are: referrals to SHIP, helping with Medicare Part D activities as a SHIP volunteer, referrals to Care Management, Legal Aid, call from a potential client or client family to learn more about the home delivered meal program, etc. ***Do Not*** count calls that are considered "a part of doing business", such as asking for a meal, for transportation to the center by a center participant, requests for the menu or newsletter, etc.

(C) **Outreach:**

Intervention with individuals initiated by an agency or organization for the purpose of identifying *potential* clients (or their caregivers) and encouraging their use of existing services and benefits. Must be a one-on-one contact.

Can be done by center board, staff, center participants, or volunteers. Must not have taken part in any III C or III B services for at least two months.

Do Not count a group activity involving **potential clients** unless a one-on-one contact occurred. Circulation of a publication is **not** an “outreach” contact. Generic invitations are **not** “outreach” contacts

(D) Health Clinic:

Services provided by a licensed health care professional that are designed to identify, prevent or treat a physical or mental health problem. Service must include individualized health intervention provided by a health professional. Must be in a non-home setting and individualized. Examples are blood pressure checks, toe nail/foot clinics, balance test, exercise class led by a trained individual, mental health diagnosis/screening, etc. Can include health fairs if individualized services were provided by a licensed health care professional. Counted by the person.

(E) Health Education:

Any other related education that does not fall under “Nutrition Education”, (includes Mental Health). Can be any health related topic that assists with a person’s overall well-being and independence. Examples are center managers reading an article from the newspaper on benefits of cinnamon, presentation by a Physical Therapist on improving balance, exercise class done through a video or non-professional leader. Count by the session. More than one session per day is not allowed without prior approval from the Agency. *Health Education material is encouraged to be given to all home delivered meal participants.*

(F) Assisted Transportation:

Assistance and transportation, including escort to a person who has physical or cognitive difficulties. Example: driver assists person from their home to the vehicle and again into the center or other destination. Counted by the number of one-way trips.

(G) Transportation:

Transportation from one location to another. Example: Tom was asked by center manager to pick up Betsy on his way to the center. Counted by number of one-way trips.

(H) Financial Counseling:

Provision of information and presentation of options to assist an older individual to obtain financial services and or benefits. Service includes public benefits counseling and tax assistance counseling. Must be a “one-on-one contact” (one contact may be one person contacted several times to resolve the issue). Examples are: one time offering of checkbook balancing when it had not been balanced for several months, manager is “power of attorney” for an eligible center participant, etc. *Service provided by Legal Aid or Legal Aid Minority Professionals cannot be counted by subrecipient.* Counted by the person (contact).

(I) Durable Medical Equipment:

Provide equipment to a 60+ individual at no cost or reduced cost that will support independence of the individual. One contact is a delivery of equipment to an eligible participant. Equipment usage “only” at the center, is not a unit of service. Must have an “assessed need” utilizing the Agency form. Counted by the person.

(J) Information Services:

The dissemination of information to the public at large, not specific individuals. Items counted for information services would include publications, television and radio commercials, brochures and billboard signs. Example: if you are doing an aging PSA in the newspaper, each time it runs is one activity. If it runs four times, and the newspaper circulates 1,000 papers per day, you would enter quantity of four units and 1000 for numbers served. Counted by activity.

(K) Supportive Services:

Provision of a broad spectrum of services for older persons including the provision of:

- Health
- Social
- Educational Services

- Enrichment Activities

Provision of facility for:

- Recreation
- General information
- Interpretation/translation

Counted by the number of subrecipient facility hours, manager or qualified person must be available to provide IIIB services. *May include hours when kitchen staff arrives at center if front door is unlocked, lights on and assistance for IIIB services are available (can cook answer III B services questions?). Does not include fundraising events.*

5. **Supportive Services Times.** The subrecipient plans to be closed and not offer services on the following holidays:

Services shall be made available between the hours of _____ to _____. The subrecipient shall provide supportive services a minimum of five days per week. Services are normally to be provided Monday through Friday, however, the subrecipient may choose to provide services on Saturday or Sunday as one of the five days required.

6. **DISCRIMINATION PROHIBITED.** The subrecipient shall not discriminate against any applicant to the program, or any employee who is employed in the performance of this agreement, or against any applicant for such employment, because of age, color, national origin, religious creed, race, handicap, or sex. This shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training under apprenticeship. The subrecipient further agrees to insert a similar provision in all subawards for services allowed under this Agreement.

7. **REPORTING.**

(A) **Financial/III B Units of Service Reports:** Written reports, as required, must be filed with the Agency office *by the 6th day of each month.* Only *error free reports* will be accepted by the Agency no later than 10 A.M. on the 6th day of each month.

(B) **NAMIS:** NAMIS logsheets, as required, must be filed with the Agency office *by the 6th day of each month.* Only *error free logsheets* will be accepted by the Agency no later than 10 A.M. on the 6th day of each month. Logsheets totals must match the financial/III B Units of Service report. Demographic forms must be filled out for all required services. The original demographic form must be sent into the Agency office and a copy kept in a locked file at the center.

(C) **Filing Deadlines.** When the 6th day of the month falls on a Saturday, written reports are due the Friday before. When the 6th day of the month falls on a Sunday, written reports are due the Monday after. When the 6th day of the month falls on a Saturday, *error free* written reports are due the Friday before. When the 6th day of the month falls on a Sunday, *error free* written reports are due the Monday after.

Any subrecipient FAILING to meet the reporting deadlines WILL NOT GET REIMBURSED FOR THAT MONTH. Checks will be held until the following month or later if reports are not filed on time, incomplete or inaccurate. Normal reimbursements occur after the Governing Board meeting of the Agency on the third Thursday of each month.

(D) **Other Data.** Subrecipient hereby agrees to supply Agency with any and all data and information as may be requested from time to time and subrecipient shall promptly and accurately submit written reports to Agency

whenever requested to do so. All information shall be delivered via e-mail (when appropriate, information may be faxed/sent via US mail).

- (E) Keeping of Records. Subrecipient hereby agrees to keep full and accurate sales, financial, procurement and other necessary records relating to all items covered by this sub award. Subrecipient acknowledges that it shall be audited at least every two years and subrecipient shall keep all such records on file as established by Administration on Aging, Internal Revenue Service and the Secretary of State. Subrecipient shall permit authorized auditors and officials, upon request of Area Agency, to have access to all such records for audit and review. In addition, authorized officials of Agency shall have the right to conduct on-site reviews of, but not limited to, all files pertinent to the annual evaluation, the III B Supportive Services Subaward, transportation, and service providers.
- (F) False/Misleading Report. The submission of any false or misleading report by subrecipient, or the request of the subrecipient for this Agency to pay for the same service to an individual, shall result, at the option of the Agency, in the immediate cancellation of this subaward. Subrecipient shall be liable for any and all damages or loss occasioned by the submission of any false or misleading report.
- (G) Misuse of Funds. If personal purchases, such as food items, office items or personal motel charges, made from the subrecipient's accounts, such as checking account, savings account, debit/credit card, or nutrition site cash, shall result in immediate termination of employee/employer misusing funds or, at the option of the Agency, in the immediate cancellation of this Subaward.

8. ADMINISTRATIVE PROVISIONS.

(A) Rules and Regulations. Subrecipient shall comply with all of the rules, regulations and policies of the Federal Administration on Aging, Nebraska Department of Health and Human Services State Unit on Aging, Northeast Nebraska Area Agency on Aging, and any other federal or state requirements applicable.

(B) Equipment. All equipment purchased and or repaired with funds resulting from this subaward, shall remain the property of the subrecipient as long as the equipment is used to benefit the local senior citizens' program and programs authorized under this Agreement. THIS EQUIPMENT CANNOT BE SOLD OR OTHERWISE DISPOSED OF WITHOUT OBTAINING THE PRIOR WRITTEN PERMISSION OF AGENCY.

(C) Reduction of Funds. In the event that all of the program funds received by the Agency from the Nebraska Department of Health and Human Services State Unit on Aging are not allocated to the Agency as planned, Agency has the absolute right to reduce the grant funds to subrecipient accordingly.

(D) Attendance at Trainings. All center directors, center board members and employees must attend training sessions as requested by Agency. These trainings are mandatory.

(E) III B Units of Service Reimbursement. Agency will only pay for defined III B Supportive Services units provided to qualifying individuals who are 60 years of age or older set forth by Older Americans Act (OAA).

(F) Term. The term of this subaward shall commence from July 1, 2016 through June 30, 2017.

(G) Daily Operation. The person responsible for the daily operation of the III B Supportive Services on behalf of the subrecipient is:

Name: _____

Address: _____

Phone No.: () - -

(I) Ceiling. Unless otherwise agreed or revised, this subaward shall constitute a ceiling for all participation of Agency in the approved cost.

(J) Identify Source of Funding. The subrecipient will identify the source of funding for this Subaward, including all material published that mentions the III B program. The following statement is to be used: "Partial funding for this program is provided by the Northeast Nebraska Area Agency on Aging".

9. CONTRIBUTIONS. All III B Service contributions shall be reported as non-match. Contributions are received only from those individuals who are 60 years of age or older, meeting eligibility set forth by OAA. All other individuals must pay full price for the service.

10. REIMBURSEMENT TO SUBRECIPIENT. The total reimbursement to the subrecipient will be based on the contractor's number of Title III B units of services proposed in their budget in each service category multiplied by the subrecipient's reimbursement rate for each service (as shown in the table below). Agency agrees to provide a reimbursement amount not to exceed the total budgeted dollar amount in each category of III-B service (see table below) during the term of this Subaward, unless prior written approval is obtained by the subrecipient from the Agency. In addition, subrecipient may receive contributions. All such contributions for services provided shall remain with subrecipient. Should the subrecipient's anticipated program income be less than budgeted, the Agency will not be liable for any shortfall. Should the program income exceed the above figure, all excess will stay with the subrecipient.

| Title III-B Service | Total Number of Budgeted Units | Reimbursement Rate per Unit | Total Federal/State Funds Allocated |
|--------------------------|--------------------------------|-----------------------------|-------------------------------------|
| Nutrition Education | | \$6.50 | |
| Information & Assistance | | 6.50 | |
| Outreach | | \$4 .25 | |
| Health Clinic | | \$4.75 | |
| Health Education | | \$0.50 | |
| Assisted Transportation | | \$1.00 | |
| Transportation | | \$.0.25 | |
| Financial Counseling | | \$6.00 | |
| Durable Medical Equip | | \$7.00 | |
| Information Services | | \$.6.00 | |
| Supportive Services | | \$ 0.85 | |
| TOTAL | | | |

11. SUBAWARD COMPLIANCE AND ENFORCEMENT. It is the responsibility of the Agency staff to inform the Agency Executive Director of any subrecipient's failure to comply with the terms of this subaward. Upon being notified by staff, Executive Director shall implement the procedure below to assure compliance with the terms of this subaward:

(A) Notification of Non-Compliance of III B Supportive Services Subaward. After it has been determined by Agency staff that the terms of this subaward are not being met, written notification of non-compliance shall be sent to the subrecipient by the Area Agency. The notification shall set forth the portion of the subaward being violated.

(1) Repeated Non-Compliance. In the event any or all of the violations, as determined above, have not been corrected, the Executive Director of the Agency shall notify the subrecipient in writing that funding shall be withheld until such time Subrecipient is in compliance. In the event the violations have not been corrected, the Executive Director of the Agency shall proceed as set forth herein.

(2) Loss of funding. The Executive Director of the Area Agency will notify the subrecipient, in writing, if non-compliance continues and a new fiscal year begins, funding for the entire non-compliance period shall be lost. Current non-compliance of Agreement will be presented to the Agency Governing Board for further action, which could result in loss of future funding, as set forth by the Governing Board.

(3) Grievance Procedure. See section 12 (A); #2 (compliance board)

(B) Notification of Non-Compliance of Annual Monitoring Visit. According to Area Agency Notification of Non-compliance of Annual Monitoring Visit Policy, in the event of more than four violations, the Area Agency shall conduct an UNANNOUNCED follow-up evaluation after the 30 days allowed for centers to come into compliance with any recommendations found and within 90 days from the original evaluation. If violations are corrected no further action will be taken. In the event the violations have not been corrected, the Executive Director of the Agency shall proceed as set forth herein.

(1) Repeated Non-Compliance. In the event any or all of the violations as determined above have not been corrected, the Executive Director of the Agency shall notify the subrecipient in writing that funding shall be withheld until such time all recommendations have been corrected and a second UNANNOUNCED evaluation has been done by the Area Agency. In the event the violations have not been corrected after the second unannounced evaluation, the Executive Director of the Agency shall proceed as set forth herein.

(2) Notification of Null and Void Subaward. The Executive Director of the Area Agency will notify the subrecipient in writing that said subaward has been rendered null and void until such time violations are corrected and approved by the Area Agency Director of Nutrition, Health and Services. In the event non-compliance continues and a new fiscal year begins, funding for the entire non-compliance period shall be lost.

(3) Grievance Procedure. See section 12 (A); #2 (compliance board)

12. GRIEVANCE PROCEDURE.

(A) In the event that a dispute arises under this subaward, such dispute shall first be taken to the Nutrition and Services Coordinator of the Agency. If said dispute is not settled to the satisfaction of subrecipient, subrecipient may then take said dispute to the Executive Director of the Agency. In the event said dispute is still unsettled, subrecipient shall have the right to:

1. Public Hearing. A public hearing may be requested by the subrecipient if they have been notified in writing that they have not complied with the terms and conditions of this subaward and this subaward has been rendered null and void and payments have been terminated. Said request must be in written form and submitted to the Executive Director of the Agency within 5 days of notification of termination of this subaward. In the event the Compliance Board, as set forth herein, determines that the terms of this sub award were not violated, then those services provided by subrecipient after termination notice will be paid.
2. Compliance Board. The Compliance Board shall consist of the Agency's Governing Board Executive Committee, two other members of the Agency's Governing Board, two Advisory Board members, and one senior center manager who shall be appointed annually by the Agency Governing Board to serve on such Compliance Board. No member of the Compliance Board may sit on said Board during a review if the violation involves a center or political subdivision they represent. The Chairperson of the Compliance Board shall appoint someone else to temporarily replace that Compliance Board member. In the event the

Compliance Board chairperson shall be involved, then the replacement shall be selected by the Vice-Chairperson of the Compliance Board. The sole purpose of the Compliance Board shall be to review the terms of the sub award and determine if the subrecipient is in violation of the terms and conditions of said Agreement, when requested to do so. The recommendation(s) and or decision of the Compliance Board will be presented to and reviewed by the Agency's Governing Board, at their next regular meeting, whose decision shall be final.

- (A) **TERMINATIONS**. Either party may cancel during the term of this subaward, for reasons other than a violation hereof; provided, however, that the terminating party shall give the other party 30 days prior written notice of any such termination. Said 30 days' notice provision may be extended, *but not beyond June 30th*, in the event of a grievance procedure on the part of the subrecipient.
- (B) **RETURN OF FUNDS**. Subrecipient may be required to reimburse Agency for any costs or expense, which may be disallowed as a result of an audit by the Agency, federal/state government or agency thereof.
- (C) **EMERGENCY TERMINATION**. In those instances where the subaward violation threatens the health, welfare and safety of participants and/or staff of the subrecipient, an emergency may be declared. After an emergency hearing and determination by the Agency Governing Board Executive Committee, this subaward may be declared null and void and all payments to subrecipient terminated.

16. **INDEMNITY AND INSURANCE**.

(A) **Hold Harmless Agreement**. Subrecipient agrees to indemnify and hold Agency harmless from and against all claims, damages, loss and causes of action, of whatever nature, arising from any act, omission or negligence of subrecipient or subrecipient's agents or employees, to any person or to the property of any person, or arising from any accident, injury or damage whatsoever caused to any person or the property of any person occurring during the term of this subaward. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities in or in connection with any such claim or proceeding brought thereon and in defense thereof, including reasonable attorney's fees.

(B) **Insurance Required**. Subrecipient hereby agrees during the term hereof to maintain adequate general aggregate insurance, bonding and other insurance, which shall include fire and extended coverage insurance on all buildings, equipment and/or contents purchased in whole or in part by funds received from Agency, with reputable insurance companies approved by Agency as hereafter set forth and, upon request, to furnish agency with certificates of insurance properly executed by the insurance company evidencing such fact, giving 30 days prior written notice to Agency in the event of cancellation or material alteration of such coverage. The insurance coverage to be maintained by subrecipient shall include minimum insurance coverage of:

- a) General Aggregate insurance coverage of one million dollars
- b) Product liability coverage of one million dollars (for those centers that do meals at their facility)
- c) Per occurrence of one million dollar
- d) Bonding insurance coverage for a dollar amount approximate to the dollar amount on deposit in subrecipient's bank accounts

The Northeast Nebraska Area Agency on Aging shall be a named as additional insured on all such insurance policies.

17. **FAILURE TO PROVIDE SUPPORTIVE SERVICES**. In the event that the subrecipient fails to provide III B supportive services to eligible participants, as agreed upon herein, the Agency may procure III B supportive services elsewhere, and charge or deduct from any amount payable to the sub recipient the cost of such replacement services, plus any expenses incurred by the Agency in procuring such services.

18. **ASSIGNMENT OF AGREEMENT**. Subrecipient shall not assign this subaward, or any part thereof, nor subcontract any of subrecipient's duties or responsibilities hereunder, without obtaining the prior written consent of the Agency.

19. MISCELLANEOUS PROVISIONS.

- (A) This subaward shall be governed by and construed under the laws of the State of Nebraska.
- (B) This subaward shall insure to and be binding upon the parties hereto, their successors, assigns and transferees.
- (C) The parties hereto agree that with respect to the performance of all terms, conditions and covenants of this subaward, time is of the essence.
- (D) This subaward contains all agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter shall be effective.
- (E) This subaward may only be modified in writing and signed by the parties in interest at the time of such modification.
- (F) All provisions of this subaward are subject to the Americans with Disabilities Act (20CFR 1601, 38 CFR 35).
- (G) Designated III B supportive services alternate sites as indicated in paragraph "#2 Agreement" shall be:

IN WITNESS WHEREOF, this subaward has been executed by duly authorized officers this _____ day of _____, 2016

NORTHEAST NEBRASKA AREA AGENCY ON AGING (Agency)

By _____
Chairman, Governing Board

ATTEST:

By _____
Connie L. Cooper
Executive Director, NENAAA

(subrecipient)

By _____
President/Chairman

ATTEST:

By _____
Subrecipient Manager/Coordinator

III C NUTRITION SUBAWARD

This subaward is made and entered into this 1st day of July, 2016, by and between the Northeast Nebraska Area Agency on Aging, Norfolk, Nebraska, hereinafter called "Agency," and _____ Hereinafter called "Subrecipient".

1. **RECITALS.**

(A) Agency is a single purpose unit of government of the State of Nebraska authorized to provide services for persons 60 years of age or older within the Northeast Nebraska area.

(B) Agency has received a subaward from the Nebraska Department of Health and Human Services State Unit on Aging, an agency of the State of Nebraska, to provide a nutrition service program to persons 60 years of age and older in Planning and Service Area "C".

(C) Subrecipient is presently operating as a provider of food services and is capable and desirous of providing such food services as are hereinafter enumerated for and on behalf of the Agency.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

2. **AGREEMENT.** Subrecipient is hereby retained and appointed by Agency to purchase, prepare and serve to designated serving sites (see #23 (G)), hot meals as a part of the nutrition program for the elderly within the Northeast Nebraska planning and service area and any other area designated by Agency.

3. **ELIGIBLE:** who may participate in the Older Americans Act (OAA) nutrition program.

(A) **Congregate meals:**

1. Any person age 60 or over.
2. Under age 60 spouse of a participating 60+ person.
3. A disabled person as defined in OAA sec. 102 (8) (9) under age 60 who resides in housing facilities occupied primarily by older persons at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult eligible under OAA.

(B) **Home Delivered meals:**

1. Any person aged 60 that is frail, homebound by reason of illness or incapacitating disability as defined in OAA Sec. 102 (8) (9), or otherwise isolated, shall be given priority.
2. A spouse of a person in #1 above, regardless of age or condition, may receive a home delivered meal if the Area Agency on Aging criteria can conclude that it is in the best interest of the homebound person.
3. A disabled individual that resides at home with an older individual eligible under the OAA.

(C) **Volunteer meals:**

1. A volunteer, under age 60, who provides services during the center's meal time only on the day they volunteer their services (preparation of meal, set up of all tables, serving of meal, kitchen or dining room cleanup, meal delivery etc). Eligible to receive the congregate meal only (no carryout meals allowed).

(D) **Caregiver meals (home delivered meals):**

1. Spouse of caregiver, any age, may receive a home delivered meal. If the caregiver is an under 60 spouse, the meal for the caregiver is on a suggested contribution and becomes under 60 eligible on the logsheet. Home Delivered Meal Assessment and demographic forms must be filled out on spouse also.

4. **INELIGIBLE:** meals will not be funded by OAA nutrition program and the full cost of the meal shall be paid. 38

(A) Congregate meals:

1. Any person under age 60.
2. Under age 60 spouse of a non-participating 60+ spouse.
3. Meals purchased by another business for any age person. Businesses must pay full cost of the meal and the 60+ participants would become ineligible meals for that particular meal (no one can "buy" a suggested contribution).

(B) Caregiver meals (home delivered meals):

1. If the caregiver is under 60, other than a spouse, the meal for the caregiver is for the full price of the meal.
2. An over 60 caregiver, other than the spouse, is not eligible for a home delivered meal and must pay the full cost of the meal.

(C) Carryout meals:

1. Regardless of age, carryout meals are not eligible meals and MUST PAY THE FULL COST OF THE MEAL.

5. CONTRIBUTION STANDARDS:

1. Each eligible participant shall have an opportunity to voluntarily and anonymously contribute toward the cost of the provided meal service.
2. Agency shall establish and implement procedures which will protect the privacy of the client's decision to contribute or not contribute toward the meal service rendered.
3. Under no circumstances may an eligible client be denied service(s) by a subrecipient who received funds from the Agency (for that service) because of the client's decision not to contribute for services rendered.
4. There shall be a locked contribution box, placed away from the ticket and change table, which shall not be monitored for contributions, in order to assure the confidentiality of the donation.
5. Participant contributions shall be counted by two volunteers, and both individuals shall sign a form attesting to the correct amount. A copy of such signed documentation shall be kept on file.
6. Daily sign-in sheets or other acceptable documentation identifying participants, guests, volunteers and staff.
7. A separate lock box shall be used for collecting non-eligible meal cost fees.

6. MENUS AND MEAL PLANNING.

(A) Menu Planning. Each meal served by subrecipient must contain at least one-third of the current Dietary Reference Intakes and Dietary Guidelines. Nutrients that must be considered are protein, calcium, iron, folate, fiber, fat, zinc, magnesium, sodium, vitamin A, vitamin C, vitamin B12, vitamin B6, vitamin k, thiamin, riboflavin, and niacin.

Menu planning will be designed to include a variety of foods, color texture and contrast; avoiding excess fat, saturated fats and cholesterol; including foods with complex carbohydrates and fiber; avoiding excess refined carbohydrates (sugar); avoiding excessive sodium.

(B) Menu Approval. **Subrecipient must submit menus to the Agency in a calendar format for approval on a quarterly basis.** *The 3-month cycle of menus must consist of a minimum of one 20-day menu or a maximum of one 23-day menu to be repeated during the 3-month cycle. Menus, in a calendar format listing portions of each food item, must be submitted to the Agency on or before the 1st day of June, September, December and March (one month prior to the start of the 3-month cycle). When the 1st day of the month falls on a Saturday, menus are due the Friday before. When the 1st day of the month falls on a Sunday, menus are due the following Monday. **All menus must be pre-approved to receive reimbursement.***

June 1st for July, August & September
 September 1st for October, November & December
 December 1st for January, February & March
 March 1st for April, May & June

(C) Food Substitution. Each meal will be served as originally approved. Food substitutions if any, must be of equal or higher nutritional value and may not reduce the nutritional content of the meal as approved; main entrée must be a similar food group, i.e. beef for beef, pork for pork, etc. Substitutions will be held to a minimum. Any deviation will be written on a substitution form provided by the Agency and kept by subrecipient for a period of three years. Random review of food substitutions will be done by Agency.

(D) Meal Pattern. The menu pattern shall satisfy the requirements of the provision of one-third of the current Dietary Reference Intakes. The following factors must be considered when menus are planned:

1. All foods must be specifically and precisely identified so that the nutritional content can be properly evaluated. For example, listing "fruit, juice or cookie" does not provide enough information to accurately determine the nutritional content of the menu.
2. Food items within the meat and meat alternatives, vegetable, and fruit groups shall be varied within the week and menu cycle. There should be minimal duplicates during any one-week period with the exception of bread, milk, and potatoes.
3. Food items identified as "fluff" salad or desserts may increase nutrient content but cannot be counted as a fruit or vegetable portion. "Frog-eyed" salad and nutrient dense desserts, such as pumpkin, fruit cocktail or applesauce bars or cakes, will count as a bread item but cannot be counted as a portion of fruit/vegetable.
4. Menus are required to meet the daily nutrient requirements of 1/3 the Dietary Reference Intakes for the following nutrients:
 - Protein – 22 grams per meal
 - Fiber -10 grams per meal
 - Vitamin A – 300 ug per meal
 - Vitamin C – 30 mg per meal
 - Folate – 133 mg per meal
 - Calcium – 400 mg per meal
 - Iron – 3 grams per meal
 - Potassium – 1,566 per meal
 - Sodium –1000 mg or less per meal

(a) Protein requirement will meet 1/3 of the Dietary Reference Intakes. Daily protein will be calculated from all food sources, meat, meat alternatives, beans, and dairy products.

(b) Fiber requirement will meet 1/3 of the Dietary Reference Intakes. Daily fiber requirements will be met by offering fresh fruits and vegetables, incorporating peelings, whole grain products such as brown rice, whole grain pasta, mixture of white/whole grain and or rice, whole or cracked wheat bread, and dried bean items. Serving of white bread should be kept to a minimum. See attachment A.

(c) Vitamin A and C requirement will meet 1/3 of the Dietary Reference Intakes. Vitamin A and C foods will be served daily – fresh or frozen items are preferred. Maintaining these nutrients will be best served with minimal cooking, via a steamer, or oven baked. If cooking in water, retain the water for sauces, gravies or part of the liquid when mashing potatoes. Vitamin A rich foods offered three (3) times per week, vitamin C offered daily from a fair source and three (3) times a week from a good source will assure nutrient content is met. Foods rich in vitamin A and C – see attachment A.

(d) Folate requirement will meet 1/3 of the Dietary Reference Intakes. Folate is a nutrient found in fortified breads, cereals, pastas, enriched rice, bean items, some vegetables, and home-made cereal/flour based desserts (pies, cookies, crisps, rice crispy bars, etc). See attachment A.

(e) Calcium requirement will meet 1/3 of the Dietary Reference Intakes. Calcium is found in all dairy products, canned fish items with bones, green leafy vegetables, spinach, broccoli, fortified orange juice, tofu, and enriched soy milk. See attachment A.

(f) Iron requirement will meet 1/3 of the Dietary Reference Intakes. Iron is found in all meat items, beans, dried peas, canned spinach, sweet potatoes, mixed vegetables with lima beans, dried apricots, peaches, prunes, raisins, prune and tomato juice, walnuts, molasses, and enriched pasta and bread. See attachment A.

(g) Potassium requirement will meet 1/3 of the Dietary Reference Intakes. Potassium is found in fresh fruits and vegetables. Potassium is found in the peelings of foods, therefore, every effort should be made to serve foods incorporating the peeling (baked potato, potato wedges with skin, mashed, hashed, or French fried potatoes with peelings). Refrain from using boxed, instant or frozen potatoes. See attachment A.

(h) Sodium requirement can be reduced by using fresh and frozen vegetables. Limit canned foods, convenience entrees, mixes, sauces, and baked items that offer few nutrients other than fat and sugar. Cooking with salt should be minimal. See Attachment A.

Nutrient content must be met for each menu but the following minimums must be served:

- Main entrée shall be no less than 3 ounces of edible protein.
- 1 ½ cups of fruit and or vegetables.
- Two 1 oz servings of bread items –this can be met in the following ways:
 - 2 oz of high fiber bread
 - ½ cup of bread alternatives (pasta, oatmeal and or rice) along with 1 oz of bread
 - fiber dense desserts along with 1 oz bread
 - sandwich item that contains 2 slices of bread or 1 bun
- 8 oz of milk.
- 1 tsp margarine

Accompaniments will need to be added to the menu for appeal and participant satisfaction, e.g., coffee, tea, water, condiments, additional margarine, ketchup, mustard, sour cream, mayonnaise, tartar sauce, salad dressing, etc.

7. **PERFORMANCE ACCOUNTABILITY.** Emphasis on accountability and performance measures to demonstrate service and or program efficiency, effectiveness and quality. Subrecipients that repeatedly are in non-compliance of performance accountability (raw food, minutes per meal, quality of product, etc.) may jeopardize their opportunity to receive reimbursement increases and or additional funding.

8. **RAW FOOD COST PER MEAL.** The Area Agency annually establishes a recommended maximum raw food cost per meal to control costs and fundraising. Any subrecipient showing non-compliance with raw food cost per meal, on the monthly financial/nutrition report, must provide a written explanation. Continued high raw food costs may result in the subrecipient being notified of non-compliance with the Nutrition Subaward (See subaward Compliance & Enforcement, #16 A).

9. **PORTION CONTROL.** Prevents not having enough food at serving time, eliminates waste and assures the recommended quantity to each participant. Any Agency staff member may check portions when they are at a nutrition sight on any given day. If the appropriate portion does not meet all recommendations each subrecipient will receive one written warning per fiscal year. After the written warning, if portions are not met, funding will not be provided for all meals served on that particular day.

10. **FOOD QUALITY.** In the context of food production, quality refers to a product's taste, texture, appearance, color, variety, nutritional value and overall level of excellence. To achieve an excellent finished product each time the following should be adhered to:

- Do not overcook foods. Prepare and cook foods to enhance flavor and to maintain color and texture.
- Prepare different types of food for each meal (Example: chicken, ham, roast beef, etc.).
- Use different methods of food preparation (Example: baking, boiling, steaming, etc.)
- Use a variety of textures (Example: mashed potatoes and carrot sticks).
- Two colorful food items will be used in each meal (Example: green beans and peaches).
- Garnishes can and should be used to add color and to "dress up" the food item (Example: whip topping on apple crisp; nutmeg on custards, etc.).
- Serve fruits, custards, puddings, etc. chilled.
- Use herbs and spices to enhance flavors. (Example: nutmeg, garlic or onion powder, parsley flakes, etc.)

- Use only good quality foods.
- Serve hot foods at 140 degrees F or above and cold foods at 40 degrees F or below.

The minimum standard of food to be used by the Contractor will include:

- Canned fruit and vegetable - USDA Grade A.
- Fresh fruit and vegetables - No. 1 quality.
- Poultry - USDA Grade A or better.
- Beef - USDA Choice or better. Ground beef should be no more than 20% fat content.
- Pork - USDA No. 1 or better
- Eggs and Dairy Products - USDA Grade A or better. Eggs can be purchased from licensed farm (license # must be on file at the center).
- Salt - iodized.

(F) Serving Times. The subrecipient plans to be closed and not serve on the following holidays:

Meals shall be made available between the hours of _____ and _____. Subrecipient is encouraged to serve a breakfast, brunch or evening meal. Permit all participants to eat a leisurely meal.

The subrecipient shall serve meals a minimum of five days per week. Meals are normally to be served Monday through Friday, however, the subrecipient may choose to serve meals on Saturday or Sunday as one of the five days required.

(G) Weather Closing Policy – All subrecipients must establish a weather closing policy, keeping in mind the home delivered meal participants if it is to be more than one day. Policy shall state the protocol for closing and a procedure for providing home delivered meals if center is closed for more than one day.

Congregate meal cancellations, due to bad weather, should be made up at the nutrition site's convenience.

(H) Emergency Meal Policy. If meals cannot be provided, other than due to bad weather, the Agency must be notified immediately and subrecipient follow plan of action set forth in subrecipient's written emergency meal policy. In the event subrecipient does not provide meal service during this time, see page 12, #22, Failure to Provide Meals.

(I) Catered Meal Contract. All subrecipients, whose meals are catered from a restaurant, hospital, nursing care facility or senior center must have an agreement, provided by the Agency, with the catered facility. A copy of the signed agreement must be on file with the Agency prior to the subrecipient receiving funds.

(J) Home-Delivered Meals.

1. Subrecipients which provide home delivered meals must protect the health and safety of the participants, insuring that the hot food is 140 degrees F or hotter, and the cold food is 40 degrees F or colder when delivered to the participants. To assure quality temperature, all food must be placed in tested temperature control containers, and then placed in an insulated container for delivery. No sacks or boxes can be used to deliver the meal. If a route takes longer than 45 minutes, the route needs to be shortened with only a few meals sent out at a time or divided into multiple routes.
2. On a quarterly basis, an extra meal must be sent, alternating routes, so temperature checks can be taken of each food before and at the end of the home delivered route. Records of these temperature checks must be recorded and kept on file. Temperatures must stay out of the temperature danger zone of 40 degrees to 140 degrees (see page 7, Sanitation and Safety, # 6).
3. No participant in the home delivered meal program can receive a home delivered meal on a permanent basis without a medical, mental or physical reason. An in-home assessment must be done by nutrition site staff to determine eligibility for home delivered meals before meal service starts. The participant receiving a home

delivered meal must have his/her status reviewed *in person annually* between July 1st and October 31st and shall receive such meal as set forth in the policy adopted by the Agency. Any person receiving a home delivered meal shall have a written assessment kept on file at the office of the subrecipient.

4. A temporary home-delivered meal may be provided for *14 consecutive days or less* without an assessment being completed by the subrecipient. A temporary home-delivered meal tracking form, provided by the Area Agency, must be completed by subrecipient and kept on file. If meals go beyond the 14 days, subrecipient must get a demographic and home delivered meal assessment form filled out by the participant.

8. **SANITATION AND SAFETY**. Compliance with federal, state, and local fire, health sanitation, safety and building codes, regulations, licensure requirements, and other provisions relating to the public health, safety, and welfare applicable to each congregate nutrition center used in the congregate nutrition program is required in all stages of food service operations.

(1) Specifically regarding food and food service, the service provider must comply with the Food Service Sanitation Manual, State of Nebraska Department of Health and Human Services, and other applicable provision of State and local laws regarding safe and sanitary handling of food, storage, preparation, service, equipment and utensils, and on surfaces which prior to use, have been cleaned, rinsed, and sanitized to prevent cross contamination. *Nutrition site must send the Northeast Nebraska Area Agency on Aging a copy of the Health Department inspection within 30 days of said inspection. Any critical Health Department findings will be followed up by the Area Agency's Nutrition Department.*

(2) Foods used in the home-delivered nutrition program must be selected, stored, prepared, packaged, and delivered in a manner to assure maximum nutrient content of food value and to improve or increase digestibility of the food.

(3) Foods must be properly stored. Maintain refrigerator temperature of 36 degrees F to 40 degrees F. Freezer temperature must be 0 degrees or below. Check and record these temperatures a minimum of two times daily, once at the beginning of the shift and again at the end of the shift.

(4) Foods must be served at 140 degrees F or above or 40 degrees F or below. Foods can only be allowed to remain between 40 degrees and 140 degrees for one hour or less, including preparation, serving and holding.

(5) On a daily basis, temperature checks must be taken with a food thermometer before serving. Records of these temperature checks must be on file.

(6) The transport equipment, packaging materials, and procedures used by the service provider to deliver meals to the home for immediate consumption must be able to maintain hot food temperatures at or above 140 degrees F and cold temperatures at or below 40 degrees F. In order to prevent food from dropping into the danger zone during transport, hot foods need to go out at 180 degrees or higher and cold foods at 36 degrees or lower.

(7) Leftovers are not encouraged and should be held to a minimum. For catered operations, all leftover food must be disposed of at the nutrition site. For on-site preparation facilities, leftover food must be removed from the steam table immediately following serving and be properly refrigerated or placed in the freezer. If refrigerated, leftovers must be used within 3 days. All leftovers must be reheated to 165 degrees F and used only as an extra helping or choice. All foods prepared the day before must be cooked to its proper temperature stage prior to refrigerating. These foods will be considered leftovers and must be reheated to 165 degrees F.

(8) To protect nutrition service participants from food borne illness. Congregate meal participants are prohibited from taking any potentially hazardous food items home. A potentially hazardous food is any food that consists in whole or in a part of milk or milk products, eggs, meat, poultry, fish, or other ingredients, including synthetic ingredients in a form capable or supporting rapid and progressive growth of infectious or toxigenic microorganisms. Foods which may be removed from the nutrition site include cake, cookies, bread, and fresh fruit, such as apple, orange, pear or banana etc.

(9) Bibbed aprons must be worn by all food preparation staff and volunteers.

(10) Hands must be properly washed prior to disposable glove use. Glove usage should be limited to the serving line and set up of home delivered meals.

(11) Sanitizing solution must be used on all food preparation surfaces prior, during and after food preparation. Sanitizing solution must be changed a minimum of every 4 hours or when solution becomes dirty. Frequent testing must be done on the solution with test strips appropriate for the sanitizing agent used.

(12) Effective procedures for dish washing and sanitizing in a three-compartment sink must be posted and followed. Written procedures for cleaning equipment and the work area must be on file and followed consistently.

(13) All hair shall be covered by hairnets while working in kitchen. Front, sides, top, and neckline hair that is collar length or longer must be covered by hair restraints during serving. Caps may be utilized if it covers ALL hair.

9. **NUTRITION SERVICES INCENTIVE PROGRAM (NSIP)**. The NSIP per meal rate of reimbursement is determined by the USDA and may fluctuate throughout the year. NSIP monies are passed through to the subrecipient monthly with no funds being retained by the Agency for this service.

10. **PRODUCTION STAFFING GUIDELINES**. As approved by the Northeast NE. Area Agency on Aging Governing Board on March 16, 2006, the maximum staffing guidelines to be used by each subrecipient with on-site cooking cannot exceed: **12 MAXIMUM KITCHEN LABOR MINUTES PER MEAL**. Any nutrition site showing non-compliance, with the maximum kitchen labor minutes per meal, on the monthly financial/nutrition report, must provide a written explanation. Continued high kitchen labor minutes per meal may result in the center being notified of non-compliance with the Nutrition Subaward (See Subaward Compliance & Enforcement, #16 A). Exceptions to non-compliance may be made at the discretion of the Agency Nutrition Department and or the Agency's Executive Director.

11. **DISCRIMINATION PROHIBITED**. The subrecipient shall not discriminate against any applicant to the program, or any employee who is employed in the performance of this agreement, or against any applicant for such employment, because of age, color, national origin, religious creed, race, handicap, or sex. This shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training under apprenticeship. The subrecipient further agrees to insert a similar provision in all subcontracts for services allowed under this Subaward.

12. **REPORTING**.

(A) **Financial/Nutrition Reports**: Financial/nutrition reports, as required, must be filed with the Agency office *by the 6th day of each month*. Only *error free financial/nutrition reports* will be accepted by the Agency no later than 10 A.M. on the 6th day of each month.

(B) **NAMIS**: NAMIS logsheets, as required, must be filed with the Agency office *by the 6th day of each month*. Only *error free logsheets* will be accepted by the Agency no later than 10 A.M. on the 6th day of each month. Logsheets must match the financial/nutrition reports. Demographic forms must be filled out on all congregate and home-delivered meal participants after they have received 3 meals. The original demographic form must then be sent into the Agency office and a copy kept on file at the nutrition site. The demographic form, including the nutrition risk assessment portion, must be updated annually between July 1st and October 31st.

(C) **Filing Deadlines**. When the 6th day of the month falls on a Saturday, reports are due the Friday before. When the 6th day of the month falls on a Sunday, reports are due the Monday after. Any subrecipient FAILING to meet the reporting deadlines WILL NOT GET REIMBURSED FOR THAT MONTH. Funding will be held until the following month or later if reports are not filed on time, complete or are inaccurate. Normal reimbursements occur after the Governing Board meeting of the Agency on the third Thursday of each month.

(D) **Menu Deadlines**. Quarterly menus (three months) must be submitted to the Area Agency for approval *on or before the 1st day of June, September, December and March* (one month prior to the start of the 3-month cycle). When the 1st day of the month falls on a Saturday, menus are due the Friday before. When the 1st day of the month falls on a Sunday, menus are due the following Monday. **Funding will be held until the following month if subrecipient fails to meet the menu deadline.** If subrecipient submits the menus and or the revised menus so late that the Agency's Nutrition and Services Department does not have adequate time for menu review and approval, any meals that have not been approved WILL NOT BE REIMBURSED. **All menus must be pre-approved to receive reimbursement.**

(E) Other Data. Subrecipient hereby agrees to supply Agency with any and all data and information as may be requested from time to time and sub recipient shall promptly and accurately submit written reports to Agency whenever requested to do so. All information shall be delivered via e-mail (when appropriate, information may be faxed/sent via US mail).

(F) Keeping of Records. Subrecipient hereby agrees to keep full and accurate sales, financial, procurement and other necessary records relating to all items covered by this Subaward. Subrecipient acknowledges that it shall be audited at least every two years and subrecipient shall keep all such records on file as established by Administration on Aging, Internal Revenue Service and the Secretary of State. Subrecipient shall permit authorized auditors and officials, upon request of Area Agency, to have access to all such records for audit and review. In addition, authorized officials of Agency shall have the right to conduct on-site reviews of, but not limited to, all files pertinent to the annual evaluation, the Nutrition Subaward, the food service, transportation, and vendors.

(G) False/Misleading Report. The submission of any false or misleading report by subrecipient, or the request of the subrecipient for the Agency to pay for the same service covered by another contractor, such as Social Service Block Grant, shall result, at the option of the Agency, in the immediate cancellation of this Subaward. Subrecipient shall be liable for any and all damages or loss occasioned by the submission of any false or misleading report.

(H) Misuse of Funds. Personal purchases, such as food items, office items or personal motel charges, made from the subrecipient's accounts, such as checking account, savings account, debit/credit card, or nutrition site cash, shall result in immediate termination of employee/employer misusing funds or at the option of the Agency, in the immediate cancellation of this Subaward.

13. ADMINISTRATIVE PROVISIONS.

(A) Rules and Regulations. Subrecipient shall comply with all of the rules, regulations and policies of the Federal Administration on Aging, Nebraska Department of Health and Human Services State Unit on Aging, Northeast Nebraska Area Agency on Aging, and any other federal or state requirements applicable.

(B) Equipment. All equipment purchased and or repaired with funds resulting from this Agreement, shall remain the property of the subrecipient as long as the equipment is used to benefit the local senior citizens' program and programs authorized under this Agreement. THIS EQUIPMENT CANNOT BE SOLD OR OTHERWISE DISPOSED OF WITHOUT OBTAINING THE PRIOR WRITTEN PERMISSION OF AGENCY.

(C) Reduction of Funds. In the event that all of the program funds received by the Agency from the Nebraska Department of Health and Human Services State Unit on Aging and/or NSIP are not allocated to the Agency as planned, Agency has the absolute right to reduce the grant funds to subrecipient accordingly.

(D) Attendance at Trainings. All nutrition site directors, nutrition site board members, managers, employees, and cooks must attend training sessions as requested by Agency. These trainings are mandatory.

Serve Safe. The nutrition site kitchen staff shall be Serve Safe certified and the nutrition site manager is strongly encouraged to become Serve Safe certified. These certificates shall be posted at the nutrition site.

(E) Meal Reimbursement. Agency will only pay for meals meeting standards and requirements set forth in this III C Nutrition Subaward, served to eligible individuals who are 60 years of age or older, the spouse of a participating eligible person who is 60 years or older, regardless of age, and all other individuals meeting eligibility set forth by OAA and NSIP.

(F) Term. The term of this Subaward shall commence from July 1, 2016 through June 30, 2017.

(G) Daily Operation. Person responsible for the daily operation of the nutrition site on behalf of the subrecipient is:

Name: _____

Address: _____

Phone: () -

(I) Ceiling. Unless otherwise agreed or revised, this Subaward shall constitute a ceiling for all participation of Agency in the approved cost.

(J) Identify Source of Funding. The subrecipient will identify the source of funding for this subaward, including all material published that mentions the meal program. The following statement is to be used: "Partial funding for this program is provided by the Northeast Nebraska Area Agency on Aging".

14. **MEAL CONTRIBUTIONS**. All meal contributions shall be reported as non-match. Meal contributions are received only from those individuals who are 60 years of age or older, the spouse of an eligible participating individual 60 years or older, eating with their spouse, and all other individuals meeting eligibility set forth by OAA and NSIP. All other ineligible individuals must pay full price for the meal.

The budgeted contribution per meal for the **C-1, congregate, meal program** is \$_____.

The budgeted contribution per meal for the **C-2, home-delivered, meal program** \$_____.

15. **REIMBURSEMENT TO SUBRECIPIENT**. The reimbursement rate will be based on the subrecipient's federal/state dollar allotment and the number of Title IIIC meals proposed in their budget, but not to exceed \$_____ per Title IIIC congregate meal or \$_____ per Title IIIC home-delivered meal. In addition, subrecipient will receive NSIP reimbursement and daily contributions. All such daily contributions and NSIP reimbursement for meals served shall remain with sub recipient.

Agency agrees to provide a base amount of \$_____ per meal for _____ congregate meals, not to exceed \$_____ and \$_____ per meal for _____ home-delivered meals, not to exceed \$_____ during the term of this Subaward, unless prior written approval is obtained by the subrecipient from the Agency. In addition, subrecipient shall receive NSIP reimbursement for each meal served to a qualifying individual in the form of cash and be allowed to retain all daily meal contributions. Total anticipated funds received by subrecipient for each meal is \$_____ for congregate meals and \$_____ or home-delivered. Should the subrecipient's anticipated program income be less than budgeted, the Agency will not be liable for any shortfall. Should the program income exceed the above figure, all excess will stay with the subrecipient.

16. **SUBAWARD COMPLIANCE AND ENFORCEMENT**. It is the responsibility of the Agency staff to inform the Agency Executive Director of any subrecipient's failure to comply with the terms of this subaward. Upon being notified by staff, Executive Director shall implement the procedure below to assure compliance with the terms of this Subaward:

(A) Notification of Non-Compliance of Nutrition Subaward. After it has been determined by Agency staff that the terms of this subaward are repeatedly not being met, written notification of non-compliance shall be sent to the subrecipient by the Area Agency. The notification shall set forth the portion of the subaward being violated.

(1) Repeated Non-Compliance. In the event any or all of the violations, as determined above, have not been corrected, the Executive Director of the Agency shall notify the subrecipient in writing that funding shall be withheld until such time subrecipient is in compliance. In the event the violations have not been corrected, the Executive Director of the Agency shall proceed as set forth herein.

(2) Loss of funding. The Executive Director of the Area Agency will notify the subrecipient, in writing, if non-compliance continues and a new fiscal year begins, funding for the entire non-compliance period shall be lost. Current non-compliance of subaward will be presented to the Agency Governing Board for further action, which could result in loss of future funding, as set forth by the Governing Board.

(3) Grievance Procedure. See section 17 (A); #2 (compliance board).

(B) Notification of Non-Compliance of Annual Monitoring Visit. According to the Area Agency's Notification of Non-compliance of Annual Monitoring Visit Policy, in the event of more than four violations, the Area Agency shall conduct an UNANNOUNCED follow-up evaluation after the 30 days allowed for centers to come into compliance

with any recommendations found and within 90 days from the original evaluation. If violations are corrected no further action will be taken. In the event the violations have not been corrected, the Executive Director of the Agency shall proceed as set forth herein.

(1) Repeated Non-Compliance. In the event any or all of the violations as determined above, have not been corrected, the Executive Director of the Agency shall notify the subrecipient in writing that funding shall be withheld until such time all recommendations have been corrected and a second UNANNOUNCED evaluation has been done by the Area Agency. In the event the violations have not been corrected after the second unannounced evaluation, the Executive Director of the Agency shall proceed as set forth herein.

(2) Notification of Null and Void Sub Award. The Executive Director of the Area Agency will notify the subrecipient, in writing, that said subaward has been rendered null and void until such time violations are corrected and approved by the Area Agency Director of Nutrition, Health and Services. In the event non-compliance continues and a new fiscal year begins, funding for the entire non-compliance period shall be lost.

(3) Grievance Procedure. See page 11, section 17 (A); #2 (compliance board)

17. GRIEVANCE PROCEDURE.

(A) In the event that a dispute arises under this subaward or with the nutrition activity within the senior center on the part of subrecipient, such dispute shall first be taken to the Nutrition and Services Coordinator of the Agency. If said dispute is not settled to the satisfaction of subrecipient, subrecipient may then take said dispute to the Executive Director of the Agency. In the event said dispute is still unsettled, subrecipient shall have the right to:

1. Public Hearing. A public hearing may be requested by the subrecipient if they have been notified in writing that they have not complied with the terms and conditions of this subaward and this subaward has been rendered null and void and payments have been terminated. Said request must be in written form and submitted to the Executive Director of the Agency within 5 days of notification of termination of this subaward. In the event the Compliance Board, as set forth herein, determines that the terms of this subaward were not violated, then those services provided by subrecipient after termination notice will be paid.
2. Compliance Board. The Compliance Board shall consist of the Agency's Governing Board Executive Committee, two other members of the Agency's Governing Board, two Advisory Board members, and one nutrition site manager, who shall be appointed annually by the Agency Governing Board to serve on such Compliance Board. No member of the Compliance Board may sit on said Board during a review if the violation involves a nutrition site or political subdivision they represent. The Chairperson of the Compliance Board shall appoint someone else to temporarily replace that Compliance Board member. In the event the Compliance Board chairperson shall be involved, then the replacement shall be selected by the Vice-Chairperson of the Compliance Board. The sole purpose of the Compliance Board shall be to review the terms of the subaward and determine if the subrecipient is in violation of the terms and conditions of said sub award, when requested to do so. The recommendation(s) and or decision of the Compliance Board will be presented to and reviewed by the Agency's Governing Board, at their next regular meeting, whose decision shall be final.

18. TERMINATIONS. Either party may cancel during the term of this subaward, for reasons other than a violation hereof; provided, however, that the terminating party shall give the other party 30 days prior written notice of any such termination. Said 30 days notice provision may be extended, *but not beyond June 30th*, in the event of a grievance procedure on the part of the subrecipient.

19. RETURN OF FUNDS. Subrecipient may be required to reimburse Agency for any costs or expense, which may be disallowed as a result of an audit by the Agency, federal/state government or agency thereof.

20. EMERGENCY TERMINATION. In those instances where the subaward violation threatens the health, welfare and safety of participants and/or staff of the subrecipient, an emergency may be declared. After an emergency hearing and determination by the Agency Governing Board Executive Committee, this subaward may be declared null and void and all payments to subrecipient terminated.

21. **INDEMNITY AND INSURANCE.**

(A) **Hold Harmless Agreement.** Subrecipient agrees to indemnify and hold Agency harmless from and against all claims, damages, loss and causes of action, of whatever nature, arising from any act, omission or negligence of subrecipient or subrecipient's agents or employees, to any person or to the property of any person, or arising from any accident, injury or damage whatsoever caused to any person or the property of any person occurring during the term of this subaward. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities in or in connection with any such claim or proceeding brought thereon and in defense thereof, including reasonable attorney's fees.

(B) **Insurance Required.** Subrecipient hereby agrees during the term hereof to maintain adequate public liability, product liability, bond insurance and other insurance deemed necessary by the Northeast Nebraska Area Agency on Aging, which shall include but not limited to fire and extended coverage insurance on all buildings, equipment and/or contents purchased in whole or in part by funds received from Agency, with reputable insurance companies approved by Agency as hereafter set forth and, upon request, to furnish agency with certificates of insurance properly executed by the insurance company evidencing such fact, giving 30 days prior written notice to Agency in the event of cancellation or material alteration of such coverage. The insurance coverage to be maintained by subrecipient shall include minimum insurance coverage of:

- a. General Aggregate insurance coverage of two million dollars
- b. Product Liability insurance coverage of two million dollars
- c. Per occurrence of one million dollars
- d. Bonding insurance coverage for a dollar amount approximate to the dollar amount on deposit in subrecipient's bank accounts

The Northeast Nebraska Area Agency on Aging shall be a named as additional insured on all such insurance policies.

22. **FAILURE TO PROVIDE MEALS.** In the event that the subrecipient fails to provide a meal or meals to the participants, as agreed upon herein, the Agency may procure a meal or meals or other food elsewhere, and charge or deduct from any amount payable to the subrecipient the cost of such replacement meal or meals or other food, plus any expenses incurred by the Agency in procuring such replacement meal or meals or other food.

23. **ASSIGNMENT OF SUBAWARD.** Subrecipient shall not assign this subaward, or any part thereof, nor subcontract any of subrecipient's duties or responsibilities hereunder, without obtaining the prior written consent of the Agency.

24. **MISCELLANEOUS PROVISIONS.**

(A) This subaward shall be governed by and construed under the laws of the State of Nebraska.

(B) This subaward shall insure to and be binding upon the parties hereto, their successors, assigns and transferees.

(B) The parties hereto agree that with respect to the performance of all terms, conditions and covenants of this subaward, time is of the essence.

(D) This subaward contains all agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter shall be effective.

(E) This subaward may only be modified in writing and signed by the parties in interest at the time of such modification.

(F) All provisions of this subaward are subject to the Americans with Disabilities Act (20CFR 1601, 38 CFR 35).

(G) Designated serving sites as indicated in paragraph "#2 Agreement" shall be: _____

IN WITNESS WHEREOF, this subaward has been executed by duly authorized officers this _____ day of _____, 2016.

NORTHEAST NEBRASKA AREA AGENCY ON AGING (Agency)

By _____
Chairman, Governing Board, NENAAA

ATTEST:

By _____
Connie L. Cooper
Executive Director, NENAAA

(subrecipient)

By _____
Nutrition Site President/Chairman

ATTEST:

By _____
Subrecipient Coordinator/Director

Section B Goals, Objectives, Strategies

Description of the Area Agency on Aging

Mission

The Northeast Nebraska Area Agency on Aging, which is Planning and Service area "C", received designation from the State of Nebraska in 1978.

The mission of the Northeast Nebraska Area Agency on Aging is to assist older persons to remain independent with dignity in their homes.

The Northeast Nebraska Area Agency on Aging encompasses 22 counties in Northern Nebraska. Member counties provide a member of its County Board or an appointed alternate to serve on the Governing Board of the Northeast Nebraska Area Agency on Aging. The central office is located at 119 West Norfolk Avenue in Norfolk, NE.

All 22 counties are currently receiving services. Twenty one of the participating counties receive funding for senior center programs. Keya Paha County is a non-participating county; they do not have a funded senior center in the county.

History of The Northeast Nebraska Area Agency on Aging

The Northeast Nebraska Area Agency on Aging is one of eight Area Agencies on Aging in the State of Nebraska. It received designation in March of 1978.

The history of aging services began with the Older Americans Act of 1965. One of the first congregate meal programs in the country was in Walthill, NE, a demonstration project funded by the Administration on Aging. In 1972 and again in 1973, the Act was revised to include the formation of Area Agencies on Aging throughout the country. In late 1977, efforts began to organize the 22 county service area in northeast Nebraska. Through a Research and Development Grant, counties/cities were invited to join an inter-local agreement to provide senior citizen services.

An organizational meeting was held February 22, 1978 with twelve counties/cities participating in the inter-local agreement. Norfolk was chosen as the office location site with by-laws approved and officers elected. By March 1978, sixteen counties/cities had signed the inter-local agreement and had appointed representatives to the Governing Board. In 1988, 20 counties/cities were participating members. In 2016, there are 22 counties/cities as participating members.

In 1978, there were nine senior centers providing nutrition services in the service area. In 1988, there were 43 senior centers, of these, 30 provided nutrition services. In 2016, the

Agency has 42 nutrition/supportive service programs. The Agency maintains a waiting list of communities/agencies wanting to provide senior center services for the older adults in their community, which further demonstrates community involvement with the need for additional funding.

Care Management, originally known as Project Independence, was started in 1983 in Cedar and Knox counties. It is now available in the 22 county service area. This program was developed to help the older adult maintain their independence in their own home for as long as possible.

The Northeast Area Agency on Aging provides a variety of long term care services. In-home services such as chore, housekeeping, respite, emergency response system and personal care are available in the service area. Service is provided based on the availability of funds and established criteria.

The Senior Care Options was formerly known as the Preadmission Screening Program. It was first enacted during the 1993 legislative session and became statewide in 1997. Senior Care Options is a legislative mandate that is available for older Nebraskans who are considering admission to a nursing home and want Medicaid to pay for the care. Senior Care Options finds the right care at the right time, saves taxpayer dollars by making Medicaid efficient and allows older adults to live independently for as long as possible.

Beginning July 1, 1998, the Nebraska Department of Health and Human Services contracted with the Northeast Nebraska Area Agency on Aging to provide services coordination for persons 65 and older through the Medicaid Aged and Disabled Home and Community-Based Waiver program. This includes authority for eligibility determination, services coordination and resource development.

In 2001, the Agency started a volunteer Ombudsman program in Madison, Pierce and Stanton counties. The Ombudsman program has expanded to all counties in the service area except Cherry County. The program protects the rights, dignity, safety and quality of life of residents in nursing facilities and assisted living facilities through advocacy, mediation, negotiation and education. In 2016, the program has 14 active state trained Ombudsman volunteers.

With the reauthorization of the Older Americans Act in 2000, the Family Caregiver support program was developed. Services such as information, assistance, support groups, respite and supplemental services are available to assist caregivers. Two caregiver support groups were started in FY 2003, they were located in O'Neill and Emerson. The Agency now has eleven caregiver support groups in its senior centers.

The Agency became a regional SHIP program July 1, 2005. The Medicare Part D program became effective January 1, 2006. The date for open enrollment changed in 2011, from November 15th-December 31st to October 15th -December 7th. The Agency

has 52 trained volunteers to provide outreach, counseling and referral to persons eligible for benefits under Medicare and/or Medicaid.

Initially the Agency's SMP (ECHO) program was combined with the Ombudsman program. It is now a separate program.

The Northeast Nebraska Area Agency on Aging celebrates 38 years of service in 2016. The goals and objectives of this Agency are the same today as they were when it first started; to provide as many needed services as possible to help the older adults in Northeast Nebraska to maintain their independence.

Demographics

According to the 2010 Census, the number of persons in the service area is 200,923.

The 2010 census information for the 60+ per county information is:

| | | | |
|-----------|-------|---------|-------|
| Antelope | 1,862 | Boone | 1,476 |
| Boyd | 715 | Brown | 966 |
| Burt | 2,022 | Cedar | 2,322 |
| Cherry | 724 | Colfax | 1,878 |
| Cuming | 2,444 | Dakota | 3,388 |
| Dixon | 1,433 | Holt | 2,806 |
| Knox | 2,567 | Madison | 6,910 |
| Nance | 969 | Pierce | 1,699 |
| Rock | 467 | Stanton | 1,179 |
| Thurston | 1,108 | Wayne | 1,716 |
| Keya Paha | | | |

City of Columbus 4,470

City of Valentine 818

Total 60 + population is 43,939 = 22% of population in service area.

The difference from the 2000 census to the 2010 census shows the total number of persons in the service area decreased yet the number of people 60 years and older increased.

Federal Goals

ACL Strategic Goals:

Goal 1: Advocacy

Advocate to ensure the interests of people with disabilities, older adults, and their families are reflected in the design and implementation of public policies and programs.

1. Objective:

Assist to create and implement public policies, services and programs that addresses the needs of older adults, people with disabilities and their caregivers.

Strategies:

1. Work collaboratively with organizations, advocacy groups, people with disabilities and older adults and caregivers to determine what is needed in public policies, services and programs.
2. Work with state senators and members of the Aging Nebraskan's Task Force to address public policy, services and programs for older adults, people with disabilities and their caregivers.
3. Work with State Unit on Aging staff to address services and programs for older adults, people with disabilities and their caregivers.

Performance measures:

1. Schedule meetings with organizations, advocacy groups and people with disabilities to address needs and services.
2. Become an ADRC program.
3. Address needs for services with State Unit on Aging staff and the Nebraska Association of Area Agency on Aging.
4. Address needs of public policy to state senators and Aging Nebraskan Task Force Committee.
5. Provide needs assessment survey and address the results.
6. Provide satisfaction survey and address the results.

2. Objective:

Promote public awareness about older adults, people with disabilities and their caregivers.

Strategies:

1. Written information/articles to be printed in local newspapers/newsletters.
2. Radio ads which may include public service announcements
3. Facebook information to be updated regularly on issues and services for older adults, people with disabilities and caregivers.

Performance Measures:

1. Written information/articles to be available twice a year.
2. Radio ads/public service announcements be available once a year.
3. Facebook information updated at least once a month.

Goal 2: Protect Rights and Prevent Abuse

Protect and enhance the rights; and prevent the abuse, neglect and exploitation of older adults and people with disabilities.

1. Objective:

Provide education and information to stakeholders, older adults, people with disabilities, their families and family caregivers on elder rights including the prevention of abuse, neglect and exploitation.

Strategies:

1. Work collaboratively with the Elder Rights Coalition on training and education on the protection of rights and prevention of abuse.
2. Work collaboratively with the State Unit on Aging and the Nebraska Association of Area Agencies on Aging on a statewide message on the protection of rights and prevention of abuse.
3. Work collaboratively with local organizations/programs including Adult Protective Services.
4. Provide local training/workshops.
5. Promote World Elder Abuse Awareness Day.
6. Promote the utilization of the Nebraska Elder Access Line
7. Work with the State Long Term Care Ombudsman program to fund full-time Ombudsman Coordinator to expand Ombudsman services.

Performance Measures, annually:

1. Written information/articles to be printed in local newspapers/senior center newsletters twice a year.
2. Increase in referrals to Legal Aid of Nebraska/ Elder Access Line for services by 2%
3. Increase in attendance at trainings/workshops regarding elder rights by 2%
4. Increase in Ombudsman units by 25% or more.

Goal 3: Individual Self-Determination & Control

Work with older adults and people with disabilities as they fully engage and participate in their communities, make informed decisions and exercise self-determination and control about their independence, well-being and health.

1. Objective:

Provide information and education about services and programs to make informed decisions about long term care options.

Strategies:

1. Strengthen Information & Assistance and Outreach services to provide information to older adults and people with disabilities.
2. Work collaboratively with organizations, advocacy groups, etc. to determine how best to provide information to reach older adults, people with disabilities their families and caregivers.
3. Promote services such as Care Management, self-directed care, senior care options, Medicaid Waiver services, etc. that provide long term care options.
4. Promote services such as Senior Health Insurance Information Program (SHIIP), Family Caregiver Support and Ombudsman that provide information to make informed decisions.
5. Promote nutrition services of older adults and people with disabilities.
6. Promote evidence-based programs.

Performance measures, annually (baseline in FY 2015):

1. Increase in units of Information & Assistance and Outreach by 2%.
2. Increase in units of service in Choices programs by 2%.
3. Increase in contacts to SHIIP by 2%.
4. Increase number of people participating in evidence-based programs by 2%.
5. Maintain number of meals served.

Goal 4: Long Term Services and Supports

Enable people with disabilities and older adults to live in the community through the availability of and access to high-quality long term services and supports including supports for families and caregivers.

1. Objective:

Provide a variety of services to assist older adults, people with disabilities, their families and caregivers that supports choice and self-directed care and that assure independence, health and quality of life.

Strategies:

1. Expand self-directed care services.
2. Expand self-directed care services for caregivers.
3. Work collaboratively with State Unit on Aging on Ombudsman services
4. Strengthen Information and Assistance and Outreach services.
5. Promote Choices Programs-Medicaid Waiver, Senior Care Options, Care Management, self-directed care, etc. that provide long term care options in the community.

6. Promote Supportive Services such as transportation, assisted transportation, health education, health clinic, financial counseling, durable medical equipment, etc.
7. Address and identify nutrition service options of older adults and people with disabilities to determine feasibility in service area.

Performance Measures, annually (baseline in FY 2015):

1. Increase in units of service of Choices services by 2%.
2. Increase in units of Information & Assistance by 2%.
3. Increase in units of self-directed care by 1%.
4. Utilization of client satisfaction surveys.
5. Increase in support service units by 1%
6. Increase in units of service of family caregiver support programs by 2%.
7. Maintain number of meals served.

Goal 5: Effective and Responsive Management

Implement management and workforce practices that support the integrity and efficient operations of programs serving people with disabilities and older adults and ensure stewardship of taxpayers' dollars.

1. Objective:

To conduct business fairly, impartially and in an ethical and proper manner, strive for excellence in providing services and demonstrating sound stewardship of resources.

Strategies:

1. Review and revise if needed Agency policies such as personnel, purchasing, etc. to ensure continuous improvement of business practices for the Agency.
2. Utilize expertise in business/personnel practices such as auditor, labor law attorney, etc.
3. Encourage staff training including leadership development.
4. Seek innovative technologies to be efficient and effective.

Performance Measures:

1. Minimal or no recommendations with audit, quality assurance reviews, monitoring reviews, etc.
2. Make changes in business practices as recommended by auditor, attorney, etc.
3. Documentation of appropriate technologies to support Agency operations.

Planning Process

The Northeast Nebraska Area Agency on Aging (NENAAA) determines services and programs needed in its service area through several entities including but not limited to senior center public hearings, senior center trainings, in-home clients, CHOICES clients, area agency on aging staff meetings, Nebraska Association of Area Agencies on Aging meetings, health and human service trainings, planning committee meetings, agency advisory board, and agency governing board. The recommendations are then taken to the Northeast Nebraska Area Agency on Aging Advisory and Governing Boards for review and approval.

The planning committee consists of: the Governing Board Executive Committee (3), Governing Board members (4) appointed by the Governing Board Chairperson, Senior Center Managers (4) elected by their peers, Advisory Board Chairman (1) and Choices staff (2) appointed by the Governing Board Chairman.

The planning committee meets annually. The last meeting of the planning committee was January 21, 2016.

The Agency reviews information from needs assessments and surveys from entities such as AARP, the Administration on Aging, Workforce Development, etc. to determine the extent of services needed. A discussion with the Nebraska Association of Area Agencies on Aging will be encouraged to consider a statewide needs assessments.

Emphasis in planning is placed for individuals residing in rural areas, as well as low income, greatest social and economic needs, minorities, disabled, individuals with Alzheimer's disease and those at risk for placement of institutional placement. This is evidenced by the services and programs that the Northeast Nebraska Area Agency on Aging provides.

The following provides an explanation on how consideration was given to target resources toward specific populations (this is not a full compilation of the services):

- Outreach; an intervention with individuals for the purpose of identifying potential clients (or their caregivers) and encouraging the use of existing services and benefits. Senior center trainings and staff meetings have and will provide training and information on outreach and the importance of identifying people with the greatest need, social need, risk for institutional placement, low-income minority and people with limited English proficiency.
- Care Management; in the Agency's application of care management:
 - A. Procedure for Service Priority, the criteria for priority of eligible individuals to receive care management services in the event funds are insufficient to meet all client needs, will be based on need without regard to date of application or income as follows:
 1. All clients at risk for immediate nursing home placement.

2. All clients who are referred by DHHS, hospital discharge planners, home health care or physicians.
 3. All clients referred by family or caregiver who are indicating the need for help.
 4. All clients who show any indication of confusion with probable cause traceable to inadequate nutrition or improperly administered medication.
 5. Any client with one or more functional problems requiring assistance.
 6. All clients who are on 10 or more medications.
 7. Any client who has suffered the recent death of a spouse or other major caregiver.
 8. All clients over age 85 or who may be able to leave a nursing home and return to a more independent style of living.
- B. Procedure to Inform Eligible Individuals; eligible individuals will be informed about care management services by:
1. Regular contact with social workers at nursing homes and discharge planners at hospitals.
 2. Regular contact with senior center directors as well as those persons who attend senior centers.
 3. Regular contact with VA representatives and caseworkers at DHHS.
 4. Speaking engagements with various organizations.
 5. Regular contact with clergy.
 6. Press releases as appropriate.
 7. Advise health professionals through public speaking, brochures and in-person contacts.

Through the assessment process, care management services can identify older adults with economic needs, limited English proficiency, social needs, self-care limitations, at risk for institutional placement, Native Americans and persons with Alzheimer's and related disorders.

- Self-directed care service grants for services such as personal care, homemaker, and chore may be available to individuals 60 years or older. The care management assessment is completed for each applicant requesting in-home services. Self-directed care is based on client economic need, clients at risk for institutional placement and clients with self-care limitations and clients with Alzheimer's and related disorders.
- Home-delivered meals; an in-home assessment must be done by senior center staff to determine eligibility for home delivered meals before meal service starts. The participant receiving a home delivered meal must have his/her eligibility reviewed in person annually between July 1 and October 31. Home-delivered meals provides assistance for individuals with economic need, at risk for institutional placement, self-care limitations and with Alzheimer's disease or related disorders.
- Aged and Disabled Medicaid Waiver; Medicaid Waiver services offer eligible persons a choice between entering a nursing facility or receiving home and community based services. To qualify, the client must have care which would require nursing home level of care, be eligible for Medicaid, be safely served at

home at a cost no more than Medicaid would pay for nursing home care. The Medicaid Waiver program provides assistance for older adults that are low-income, with limited English proficiency, at risk for institutional placement, Native Americans, and with Alzheimer's disease or related disorders.

- Legal Assistance; which provides legal advice, counseling and representation of an attorney. The Agency contracts with Legal Aid of Nebraska to provide legal assistance to seniors which includes a contract for legal aid minority specifically for Native American elder law. The ElderAccessLine must document certain information including low income seniors needing assistance.
- Supportive services; including but not limited to:
 - A. Health, socialization, educational opportunities, recreation and general information. Senior Centers with a community of high minority population have been working with the minority population to integrate with the center and its services.
 - B. Interpretation/Translation; the Agency has contracted with appropriate translators/interpreter as needed. The Agency's brochure is printed in Spanish and English.

The demographic information required of persons receiving services does identify persons according to race, client ethnicity, activities of daily living, individual activities of daily living and poverty. The Agency also has developed a nutritional risk process which is based on the level of risk.

As the demographics change in our service area, the Agency will continuously be addressing populations of greatest economic need, social need, at-risk for institutional placement, low-income minority, people with limited English proficiency and older individuals with Alzheimer's disease and related disorders. The majority of the service area is considered rural.

Service utilization assists the Agency's planning process as we review the units of service from the previous year (or years). This is a major component when we begin the area plan and budget process and budget revision process. For instance, congregate and home-delivered meal funding allocation is determined by the actual average of meals served. The Agency has several monthly spreadsheets that tracks the service and number of units per month. It assists staff in what is currently happening with each program as well as the shifts in priorities.

The Northeast Nebraska Area Agency on Aging establishes priorities through the planning process but also through funding allocation. The focus of aging services is strong for consumer directed services such as case management and in-home or self-directed care services. Participation for services in a group setting such as congregate meals is decreasing. Senior centers are struggling which may force a collaborate effort of resources for services in rural communities. The Senior Health Insurance Information Program has been a successful program for NENAAA as it provides a needed service as seen by the participation, and has increased the visibility of the Agency.

The Tribes in our service area receive funding through the Title VI program. NENAAA provides nutrition (Title III C) funding for non-Native American participants. NENAAA provides technical assistance to the Santee, Macy and Winnebago Senior Centers. The centers are invited to attend trainings sponsored by the Agency and the centers are invited to nominate a participant as a member of the Agency's Advisory Board. Currently there is a member on the Advisory Board from Winnebago. NENAAA contracts with Nebraska Legal Aid for legal services (Title III B) specializing in Native American elder law. Native American older adults who qualify are provided Care Management, Medicaid Waiver and/or self-directed cares services. NENAAA supports Native American communities by actively participating in local health fairs, offering presentations on health and wellness, fraud and scams, shredding events and nutrition education. The Agency collaborates with the Native American communities to support their initiatives and avoid duplication of services.

NENAAA has strengthened Title III and Title VII services by:

- Providing training and technical assistance on service eligibility
- Providing training and technical assistance on service definitions
- Changing the funding reimbursement to include the unit of service provided
- Providing the tools/reporting forms to accurately report the service
- Review reporting forms monthly for accuracy

NENAAA has expanded/strengthened the Title III and Title VII services:

- To include SHIIP under the Information and Assistance service definition
- Promotion of the Elder Access Line for legal assistance
- Participation in the Elder Rights Coalition
- Provide various evidence-based health promotion/disease prevention programs
- Restructured Choices program to provide a seamless system.
- Increased number of family caregiver support groups

The Northeast Nebraska Area Agency on Aging integrates Title III and VII with several AoA Discretionary Grants:

1. Aging and Disability Resource Center (ADRC)-recently designated as an ADRC, the NENAAA is committed to being a comprehensive point of entry to administer long term support options. It is about empowering individuals to have information and make informed decisions. Title III and VII, Senior Care Options, Medicaid Waiver, Care Management, SHIIP etc. provide needed services to assist aging and disability populations.
2. Evidence Based Disease Prevention Programs- NENAAA's Title III D program coordinates with the evidence-based health promotion/disease prevention programs. The classes are available throughout the service area including Santee, Macy and Winnebago. The Agency has staff trained in Living Well and Powerful Tools for Caregivers.
3. Lifespan Respite-NENAAA works with Central Nebraska Community Service (CNCS) to access Lifespan Respite funding for eligible clients. The Lifespan Respite program is used for Care Management clients and/or Title III E Family Caregiver Support clients.

The Northeast Nebraska Area Agency on Aging will continue to address the population increase of older adults through the planning committee, senior center trainings, Agency staff, advisory board, governing board and various organizations the Agency works with. We will continue to advocate for funding and services to meet the needs of the older adults in the service area. Interesting to compare the 2000 census to 2010 census information. The total population in the 22 county service area decreased, however the older adults 60 years and older increased. With the increase in older adults in the service area, funding through the intrastate funding formula was a decrease in funding. It was only through the advocacy to the state legislature that the Agency received additional state funding.

The Agency will continue to incorporate and develop consumer control and choice for services. The Agency supports services/programs such as self-directed care, care management, family caregiver support, etc. The Agency would welcome discussions with the Veteran's Directed Home and Community Based Service Program, but not sure of the future of this program in Nebraska. The Agency actively participates in the Money Follows the Person program by providing appropriate referrals to the program. The Executive Director and Long Term Care Supervisor were Advisory Board members of Money Follows the Person in the past. The Agency will continue our efforts for older adults to make informed decisions on their services and care.

The Agency worked with the Department of Health and Human Services with the Fair Labor Standard Act in regards to overtime with in-home providers. The Agency spent extensive time addressing the Fair Labor Standard Act for agency personnel. A labor law attorney was consulted and the Personnel Policy revised. Changes were made for the majority of the staff from salary to an hourly wage and overtime to time and a half.

| Taxonomy # | Service Name | Units of Service | | | | Change (%) <small>(yellow indicates a new narrative is required for that service)</small> |
|------------|--|---------------------------------|------------------------------------|-----------------------------------|------------------------------------|--|
| | | 07/01/15 - 12/31/15 (Actual) | 01/01/16 - 06/30/16 (Projected) | 07/01/15 - 06/30/16 (Combined) | 07/01/16 - 06/30/17 (Projected) | |
| 1. | Personal Care (Hour) | | | - | | 0.00% |
| 2. | Homemaker (Hour) | | | - | | 0.00% |
| 3. | Chore (Hour) | | | - | | 0.00% |
| 4. | Home Delivered Meals (Meal) | 60,545 | 68,219 | 128,764 | 129,065 | 0.23% |
| | <i>Eligible Home Delivered Meals</i> | 39,246 | 46,900 | 86,146 | 86,360 | 0.25% |
| 5. | Case Management - IIB (Hour) | | | - | | 0.00% |
| 6. | Care Management - CASA (Hour) | 4,409 | 3,000 | 7,409 | 7,411 | 0.03% |
| 7. | Congregate Meals (Meal) | 124,547 | 137,054 | 261,601 | 263,373 | 0.68% |
| | <i>Eligible Congregate Meals</i> | 108,743 | 121,250 | 229,993 | 231,902 | 0.83% |
| 8. | Nutrition Counseling (Session per Participant) | | | - | | 0.00% |
| 9. | Assisted Transportation (1-way Trip) | 2,572 | 3,500 | 6,072 | 6,494 | 6.95% |
| 10. | Transportation (1-way Trip) | 19,517 | 20,000 | 39,517 | 40,344 | 2.09% |
| 11. | Legal Assistance (Hour) | 178 | 130 | 308 | 823 | 167.21% |
| 12. | Nutrition Education (Session per Participant) | 2,952 | 2,650 | 5,602 | 5,615 | 0.23% |
| 13. | Information & Assistance (Contact) | 2,858 | 1,621 | 4,479 | 4,669 | 4.24% |
| 14. | Outreach (Contact) | 5,120 | 7,525 | 12,645 | 12,838 | 1.53% |
| 15. | Health Education (Contact) | 26,997 | 22,773 | 49,770 | 49,544 | -0.45% |
| 16. | Emergency Response System (Client-Month) | 1,178 | 1,117 | 2,295 | 2,297 | 0.09% |
| 17. | Information Services - IIB (Activity) | - | - | - | 3,037 | 0.00% |
| 18. | Financial Counseling (Contact) | 47 | 153 | 200 | 217 | 8.50% |
| 19. | Health Clinic (Contact) | 12,044 | 10,595 | 22,639 | 23,498 | 3.79% |
| 20. | Reserved | | | | | 0.00% |
| 21. | Health Promotion/Disease Prevention (Contact) | - | 120 | 120 | 120 | 0.00% |
| 22. | Durable Medical Equipment (Contact) | 154 | 110 | 264 | 269 | 1.89% |
| 24. | Self-Directed Care (1 Placement) | 96 | 20 | 116 | 120 | 3.45% |
| 26. | Respite-Home (Hour) | | | - | | 0.00% |
| 27. | Ombudsman | 358 | 300 | 658 | 800 | 21.58% |
| 28. | Reserved | | | | | 0.00% |
| 29. | Volunteerism (Hour) | | | - | | 0.00% |
| 30. | Volunteerism/Stipend (Hour) | | | - | | 0.00% |
| 31. | Reserved | | | | | 0.00% |
| 32. | Reserved | | | | | 0.00% |
| 33. | Reserved | | | | | 0.00% |
| 34. | Reserved | | | | | 0.00% |
| 35. | Supportive Services (Hour) | 34,260 | 35,000 | 69,260 | 69,404 | 0.21% |
| 36. | Reserved | | | | | 0.00% |
| 37. | III-E Information Services (Activity) | 397 | 572 | 969 | 1,063 | 9.70% |
| 38. | III-E Access Assistance (Contact) | 2,092 | 2,137 | 4,229 | 4,304 | 1.77% |
| 39. | III-E Counseling (Session per Participant) | | | - | | 0.00% |
| 40. | III-E Respite Care (Hour) | | | - | | 0.00% |
| 41. | III-E Supplemental Services (Activity) | 818 | 850 | 1,668 | 1,700 | 1.92% |
| 42. | III-E Self-Directed Care (Placement) | 97 | 8 | 105 | 110 | 4.76% |

NENAAA
Goal 3/Objective 1/Strategy 5
Goal 4/Objective 1/Strategy 7

Service Narrative
Home Delivered Meals (Meal)

FY 17-19
Taxonomy 4

4. HOME DELIVERED MEALS (1 MEAL) – A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAs and meets all of the requirements of the Older Americans Act and State/Local laws. Meals provided to individuals through programs such as Medicaid waiver, Title XX, or state-funded programs are **excluded** from the NSIP meals. It is done in a one-on-one setting. This should be entered as a Registered Service in NAMIS. For caregivers that receive Home Delivered Meals, see the Caregiver – Supplemental Services listing on how to document.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Home-delivered meals are provided at 33 sites on a sub-award basis with a per meal reimbursement rate assigned to each sub-recipient. Home-delivered meals are provided based on criteria established by the Northeast Nebraska Area Agency on Aging which examines the need of each individual. The initial home-delivered meal assessment shall be completed in person for each participant requesting a home-delivered meal. All home-delivered meal participants shall be reassessed in person annually between July 1st and October 31st.

All menus shall meet one-third of the current Dietary Reference Intakes and Dietary Guidelines and have been approved by a Registered Dietician.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

NENAAA
Goal 3/Objective 1/Strategy 3
Goal 4/Objective 1/Strategy 5

Service Narrative
Care Management (Hour)

FY 17-19
Taxonomy 6

6. CARE MANAGEMENT - CASA (1 HOUR) – State program that requires a more comprehensive assessment of an older person. It is similar to Case Management, but requires a uniform assessment form, covering areas like support information, health, housing information, assistive devices, cognitive and mental health assessments, legal/financial assistance, nutrition, ADL, and IADL assessments. It is done in a one-on-one setting. This should be entered as a Registered Service in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Care Management unit assists older adults in identifying unmet needs and utilizing services to assure the least restrictive level of care. A vital role for Care Managers in a rural setting is to identify and develop alternate services when formal services are not available.

Care Management involves a functional assessment of a client as defined by LB 42 and the Nebraska Department of Health and Human Services, State Unit on Aging. This includes assessment, care plan development, and service implementation. The care plan is then monitored and evaluated on an on-going basis to ensure appropriate services are provided. Care Management services are provided throughout the 22 counties including the Native American population in our service area. Detailed information regarding the Care Management process is in the Agency's Plan of Operation submitted to the State Unit on Aging March 31, 2016. Care Management is provided directly by employees of the Agency.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

NENAAA
Goal 3/Objective 1/Strategy 5
Goal 4/Objective 1/Strategy 7

Service Narrative
Congregate Meal (Meal)

FY 17-19
Taxonomy 7

7. CONGREGATE MEALS (1 MEAL) – A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and State/Local laws. Meals provided to individuals through means-tested programs such as Medicaid Waiver and Title XX meals, or other state-funded programs are **excluded** from the NSIP meals. It is done in a group setting. This should be entered as a Registered Service in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Congregate meals are provided at 38 sites on a sub-award basis with a per meal reimbursement rate assigned to each sub-recipient. Meals are provided to persons meeting the eligibility criteria. Each sub-recipient is responsible for establishing a suggested contribution per meal.

All menus shall meet one-third of the current Dietary Reference Intakes and Dietary Guidelines and have been approved by a Registered Dietician.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

9. ASSISTED TRANSPORTATION (1 ONE-WAY TRIP) – Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation. It can be done in a one-on-one setting or in a group setting. This should be entered as a Registered Service in NAMIS.

Example: Three people rode the bus, and needed help from their door to the van and getting in and out of the van. This would count as 3 one-way trips or units of service. If the same people rode the bus from the medical facility back to their place of origin, this would count as 6 one-way trips or units of service.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Assisted transportation is provided to persons needing assistance including escort to a person who has difficulties, physically or cognitively. Senior center staff and their volunteers will provide the assistance to persons who have difficulties using regular vehicular transportation. Example of assisted transportation is a driver assisting a person from the house into a vehicle and assists them into the senior center and or other locations. Assisted transportation is provided as a sub-award.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

10. TRANSPORTATION (1 ONE-WAY TRIP) – Transportation from one location to another. Does not include any other activity or assistance in getting to or out of the vehicle. It can be done in a one-on-one setting or in a group setting. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Senior Center staff and their volunteers may provide transportation for the older adults in their communities. To be counted as a unit of service, this service is available on a suggested contribution. Transportation is provided as a sub-award.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

11. LEGAL ASSISTANCE (1 HOUR) – Legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney. Community education presentations made by an attorney are to be counted as Legal Assistance (for example, a presentation on legal issues made to a group of people should be counted as one unit of service). It can be done in a one-on-one setting or in a group setting. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Northeast Nebraska Area Agency on Aging will have a sub-award with Legal Aid of Nebraska for legal assistance to elderly Nebraskans and elderly Native American Nebraskans in our 22 county service area. (Two separate sub-awards with Legal Aid of Nebraska, with one specifically for Native Americans. Each sub-award is shown separately on Contractors Providing Service page.)

Legal Aid of Nebraska will visit each senior center in the service area one time during the fiscal year. At that visit, one-on-one contact will be available for legal advice and counseling.

Throughout the year, seniors may utilize legal assistance through the ElderAccessLine, a toll-free telephone number with Legal Aid of Nebraska.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

The change in the service taxonomy for legal assistance includes group presentations as a unit of service. This used to be "health education" units. The group presentations with the one-on-one setting increased the legal assistance units of service.

Narrative Addendum – FY 2017 - 2019

SERVICE: LEGAL SERVICES

1. Does your Agency have a contract with a private attorney/entity to provide Title III B legal services?

Yes

If Yes, explain the service model used.

No

If No, please describe how legal assistance including legal advice, counseling and representation by an attorney is provided by your Agency.

The Northeast Nebraska Area Agency on Aging has two separate subawards with Legal Aid of Nebraska. One subaward covers the 22 county service area and the other serves the elderly Native Americans. See Section A for the subawards. Legal Aid of Nebraska visits each senior center in the service area one time each fiscal year. At that visit a presentation is provided and one-on-one legal assistance is available.

2. List specific activities planned to market the statewide Elder Access Line (EAL) in your PSA (check all that apply):

Disseminate EAL brochures

Presentation(s) on legal issues

Newsletter article(s) on Elder Access Line

Outreach with community partners serving rural, minority, immigrants, etc.

Coordinate referrals and issues resolution with other Title III B provider(s)

Other, describe _____

3. Describe your outreach efforts to serve targeted population in your PSA.

Brochures, information, presentations will be provided to community partners throughout the 22 county service area. The community partners include but not limited to senior centers, DHHS, Department of Health local offices, support groups and community action programs.

4. List the top five (5) Priority Issues in your PSA.

The top five priority issues for the Northeast Nebraska Area Agency on Aging are collections, wills/estates, advance directives, Medicaid and guardianship.

5. Describe any challenges or setbacks experienced in implementing the Statewide Legal Services Standards including serving target populations, addressing priority legal issues,

coordinating services with the Elder Access Line and other legal resources or integrating legal services in your aging network.

Time is always an issue. From the monitoring visit, outreach to minorities was discussed. This is something that is on the to-do list.

6. List three strategies related to enhancing Legal Services planned for FY 2017 - 2019. Examples may include developing new partnerships and working agreements with other organizations such as consumer protection agency, EEOC, APS, etc., expanding the continuum of services to meet system gaps and remove barriers to access and; providing education and training to professionals, volunteers and older persons on elder rights and specific laws.

1. Collaborate with new Director of Legal Aid to discuss how to strengthen legal services in the service area.

2. Utilize Legal Aid staff for trainings. (Margaret Schaffer will be at April 2016 training)

3. Continue to participate with the Elder Rights Coalition to address current concerns and assist and promote statewide training.

7. A Statewide annual report is issued annually. Please comment on how the annual report is distributed and used by your agency.

Comments:

Information from the report may be shared with staff, Advisory and Governing Boards.

NENAAA
Goal 3/Objective 1/Strategy 5
Goal 4/Objective 1/Strategy 7

Service Narrative
Nutrition Education (Session Per Part.)

FY 17-19
Taxonomy 12

12. NUTRITION EDUCATION (1 SESSION PER PARTICIPANT) – A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants and caregivers in a group or individual setting overseen by a dietitian or individual with comparable expertise. It can be done in a one-on-one setting or in a group setting. This should be entered as group utilization in NAMIS.

Example: If you hold 2 nutrition education seminars, and you have 21 people participate between both seminars, then you would document the Quantity as 2 in NAMIS, the Number Served would be 21. It is important to gather both numbers so that the effectiveness can be gauged.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Nutrition education is supplied to participants through public speakers overseen by a Registered Dietician or individual of comparable expertise. Nutrition, physical fitness or health information is provided. Participants sign-in to document participation. Nutrition education is monitored as part of the annual center evaluation and the monthly Title III-B reports. Nutrition education is provided through sub-awards.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

13. INFORMATION AND ASSISTANCE (1 CONTACT) – A service that:

- Provides individuals with information on services available within the communities.
- Links individuals to the services and opportunities that are available within the communities.
- To the maximum extent practicable, establishes adequate follow-up procedures.

Internet web site “hits” are to be counted only if information is requested and supplied.

This would include any SHIP and Medicare Part D activities. It is done in a one-on-one setting. This should be entered as group utilization in NAMIS.

Note: that this service specifies adequate follow-up procedures. These could include that following instructions from a client for “no follow-up” is deemed adequate follow-up by the agency.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Northeast Nebraska Area Agency on Aging and sub-recipients in its service area provide information and assistance (I & A). The Agency continues to emphasize for senior centers to be the focal point of aging services in their communities which includes providing information on aging issues.

Technical assistance is provided to all center managers on information and assistance to include information on services, linking individuals to services and opportunities and follow-up activities. Updated information is disseminated through e-mail, manager trainings or telephone contact. Information and assistance is tracked on a monthly basis including follow-up.

The Area Agency on Aging hired an Information & Assistance Coordinator in FY'15. This position will provide information to the public including follow-up.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

14. OUTREACH (1 CONTACT) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

NOTE: The service units for information and assistance and for outreach are individual, one-on-one contacts between a service provider and an elderly client or caregiver. An activity that involves contact with multiple current or potential clients or caregivers (e.g., publications, publicity campaigns, and other mass media activities) should not be counted as a unit of service. Such services might be termed Information Services and reported on the Information Services III-B or III-E category. It is done in a one-on-one setting. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Northeast Nebraska Area Agency on Aging and sub-recipients provide outreach in its 22 county service area.

One-on-one contacts such as personal visits, a personal note, (a written card or letter from the center or the agency to an identified individual encouraging the use of services) a telephone call, etc. with potential clients and the Agency or sub-recipient constitutes a unit of outreach. Each sub-recipient receives information on providing outreach services. Emphasis on outreach continues. Outreach is monitored monthly.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

15. HEALTH EDUCATION (1 CONTACT) – Any other health related education that does not fall under “Nutrition Education”. This can include Alzheimer’s, depression, dementia, and holiday stress. It is done in a group setting. This should be entered as a group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Northeast Nebraska Area Agency on Aging provides health education with sub-awards. Sub-recipients will provide presentations on a variety of health education topics in group settings. Health education is monitored as part of the annual evaluation and the monthly Title III-B reports.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

16. EMERGENCY RESPONSE SYSTEM (1 CLIENTMONTH) – Direct action to make available emergency response system for persons who are frail or at risk of loss of independence and who can benefit from the security provided by such a system. System must be a formal emergency response system. *Formal Emergency Response System. Must be an "electronic notification system."* This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Emergency Response System (ERS) services are provided in the form of grant agreements to eligible clients or their legal representative. These grants are issued to pay for the installation and monthly charges for an emergency response system.

Eligibility is determined through the use of the functional assessment for needs, capabilities and preferences of services.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

17. INFORMATION SERVICES – III B (1 ACTIVITY) – This was previously called Public Information. The dissemination of information to the public at large, not specific individuals. Items counted as Information services would include publications, television and radio commercials, brochures, and billboard signs. This should be entered as a group utilization in NAMIS.

Example: If you are doing an aging PSA in the newspaper, each time it runs is 1 Activity. If it runs 4 times, and the newspaper circulates 1,000 papers a day. You would enter Quantity of 4, and 1000 for Numbers Served.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Information will be provided through sub-awards. Sub-recipients will provide publications through newsletters and newspaper articles, brochures, and radio and television public service announcements.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

This is the first year the Agency has allocated funding for this service. Most of our sub-recipients were providing information services and can now acknowledge the units of service.

18. FINANCIAL COUNSELING (1 CONTACT) – Provision of information and presentation of options on a one-to-one basis designed to assist an older individual to obtain financial services and benefits. Service includes public benefits counseling and tax assistance counseling. It can be done in a one-on-one setting or in a group setting. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Subawards for financial counseling information on a one-to-one basis is provided to assist older adults to obtain financial services and benefits. Services could include public benefits counseling and tax assistance counseling.

Sub-recipients throughout Northeast Nebraska offer tax assistance generally January through April 15 of each year.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

19. HEALTH CLINIC (1 CONTACT) – Services provided by licensed health care professionals that are designed to identify, prevent or treat a physical or mental health problem. Service must include individualized health intervention provided by a health professional (example: blood pressure, hearing screening, foot clinic, cholesterol screening.) It is done in a one-on-one setting. This should be entered as a group utilization in NAMIS.

Example: This would include health fairs if individualized services (blood pressure, hearing screening, etc.) were provided by a licensed health care professional.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Agency has sub-awards to provide a variety of health clinic activities including blood pressure readings, toe nail clinics, hearing screens, etc. by a health professional. Health clinic is monitored as part of the annual evaluation and monthly Title III B reports.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

21. HEALTH PROMOTION/DISEASE PREVENTION (1 CONTACT) – As of July 1, 2016, all programs using the Title III-D funds will have to meet these criteria:

- Demonstrated through evaluation to be effective for improving the health and wellbeing or reducing disease, disability, and/or injury among older adults; and
- Proven effective with older adult population, using experimental or quasi-experimental design*; and
- Research results published in a peer review journal; and
- Fully translated** in one or more community site(s); and Includes developed dissemination products that are available to the public.

* Experimental designs use random assignment and a control group. Quasi-experimental designs do not use random assignment.

** For purposes of the Title III-D definitions, being “fully translated in one or more community sites” means that the evidence-based program in question has been carried out at the community level (with fidelity to the published research) at least once before. Sites should only consider programs that have been shown to be effective within a real world community setting.

It is done in a group setting. This should be entered as a group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Agency has two staff that have been trained in the following evidence-based programs: Living Well and Powerful Tools for Caregivers. The Agency will provide one Living Well course and one Powerful Tools for Caregivers course each fiscal year.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

22. DURABLE MEDICAL EQUIPMENT (1 CONTACT) – The provision of goods to an individual at no cost or at a reduced cost which will directly support the health and independence of the individual with an assessed need.

Goods are adaptive devices or assistive technology to be used by an individual. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Agency will have Subawards with senior centers to provide durable medical equipment to people 60 years and older. Examples of the equipment are canes, walkers, wheel chairs, commodes, bath transfer seats, etc. The equipment will be loaned with the stipulation it is returned when no longer needed. To be counted as a unit of service for durable medical equipment there must be an assessed need. The durable medical equipment assessment is a one page form that asks if the participant shows difficulty in one or more of the following areas; balance, complaints of pain with movement, shortness of breath, and difficulty with the ability to walk without assistance or supervision.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

24. SELF-DIRECTED CARE (1 PLACEMENT) – This was previously called Cash and Counseling. An approach to providing services (including programs, benefits, supports, and technology) under this Act intended to assist an individual with activities of daily living, in which

- Such services (including the amount, duration, scope, provider, and location of such services) are planned, budgeted, and purchased under the direction and control of such individual;
- Such individual is provided with such information and assistance as are necessary and appropriate to enable such individual to make informed decisions about the individual’s care options;
- The needs, capabilities, and preferences of such individual with respect to such services, and such individual’s ability to direct and control the individual’s receipt of such services, are assessed by the area agency on aging (or other agency designed by the area agency on aging involved);
- Based on the assessment made, the area on aging (or other agency designated by the area agency on aging) develops together with such individual and the individual’s family, caregiver, or legal representative—
 - a plan of services for such individual that specifies which services such individual will be responsible for directing;
 - a determination of the role of family members (and others whose participation is sought by such individual) in providing services under such plan; and
 - a budget for such services; and
- The area agency on aging or State agency provides for oversight of such individual’s self-directed receipt of services, including steps to ensure the quality of services provided and the appropriate use of funds under this Act. From Section 102(46) of the Older Americans Act of 1965, as amended.

This covers the range of services provided or paid for through allowance, vouchers, or cash which provided to the client so that the client can obtain the supportive services which are needed. Note that the definition does not require reporting of service units, but does require reporting of the unduplicated number of persons served. It is done in a one-on-one setting. This should be entered as a Registered Service in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Self-directed care is provided in the form of grant agreements to eligible clients or their legal representative. The use of the functional assessment determines needs, capabilities and preferences of services. The client submits a calendar to the Agency each month with the provider’s hours recorded in the specific days they supplied the service. Payment is sent to the client/legal representative, the client pays the provider.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

NENAAA
Goal 2/Objective 1/Strategy 7
Goal 3/Objective 1/Strategy 4

Service Narrative
Ombudsman

FY 17-19
Taxonomy 27

27. OMBUDSMAN (1 Activity) – Includes cases (investigation and resolution of complaints that are made by and on behalf of residents of nursing homes and assisted living facilities); Information and Consultations to Individuals; Consultations to Facility/Providers; Work with Resident Councils; Work with Family councils; Training given to Facility Staff (data taken from Ombudsman report.)

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Ombudsman advocate program will identify, investigate and resolve complaints made by or on behalf of residents in long-term care facilities through advocacy, mediation, negotiation and education. The primary goal of the program is to help the residents help themselves. With the Ombudsman Coordinator, the Agency utilizes trained Ombudsman volunteers. For more information, please see the Agency's Long Term Care Ombudsman Program Plan of Operation/Re-designation Application effective October 1, 2014 - September 30, 2016.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

The Agency anticipates the Ombudsman units to increase in FY'17 as the Ombudsman Coordinator had fewer units of service in FY'16 due to health issues.

35. SUPPORTIVE SERVICES (1 HOUR) – Provision of a broad spectrum of services; including but not limited to health, socialization, educational opportunities, recreation, general information, interpretation / translation for the older person. This should be entered as group utilization in NAMIS.

Note: The unit reflects the hours of operation at multipurpose senior centers.

A multipurpose senior center is a community facility for the organization and provision of a broad spectrum of services, which shall include provision of health (including mental health), social, nutritional, and educational services and the provision of facilities for recreational activities for older individuals.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Northeast Nebraska Area Agency on Aging has subawards with 40 sites which serve as multi-purpose senior centers. The centers provide a variety of services to older adults in their communities. Services such as socialization, educational and health related activities are available as well as recreation and general information.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

37. III-E INFORMATION SERVICES (1 ACTIVITY) – A service for caregivers that provides the public and individuals with information on resources and services available to the individuals within their communities.

NOTE: Service units for information services are for activities directed to large audiences of current or potential caregivers such as disseminating publications, conducting media campaigns, and other similar activities.

Example: A publication of a brochure:

1 Activity; a health fair = 1 Activity; a Public Service Announcement = 1 Activity.

The Quantity should reflect the activity, the Number Served reflects the number of participants. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Area Agency on Aging and eleven Senior Centers provide caregiver information throughout the 22 county service area. This is done through public education sessions held at senior centers, various club meetings, businesses and group gatherings. Information is available at health fairs and other information booth venues. Newspaper and radio ads and announcements also provide information on caregiver identification and services. Agency staff provide a monthly caregiver article that is sent to senior centers in the service area to be printed in the center newsletters.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

38. III-E ACCESS ASSISTANCE (1 CONTACT) – A service that assists caregivers in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures.

NOTE: Information and assistance to caregivers is an access service, i.e., a service that:

- provides individuals with information on services available within the communities;
- links individuals to the services and opportunities that are available within the communities;
- to the maximum extent practicable, establishes adequate follow-up procedures.

Internet web site “hits” are to be counted only if information is requested and supplied. This service includes information and assistance for caregivers as well as Case Management services for caregivers. It is done in a one-on-one setting. This should be entered as group utilization in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

Services are provided utilizing Title III E funds with the Family Caregiver Support Program, Access Assistance. This includes a full-time Agency staff person providing assistance in the form of access or care coordination for caregivers.

Also included in Access Assistance – III E, Agency staff and eleven senior centers provide information and assistance to caregivers. A Title III E Information and Assistance Intake Form has been established to document the service including follow-up.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

41. III-E SUPPLEMENTAL SERVICES (1 UNIT OF ACTIVITY) – Services provided on a limited basis to complement the care provided by caregivers to a care recipient. A care recipient is someone who is unable to perform at least 2 ADLs without substantial human assistance or has a cognitive or other mental impairment. Examples of supplemental services include, but are not limited to, home modifications, assistive technologies, emergency response systems, and incontinence supplies.

NSIP meals also include home delivered meals provided as Supplemental Services under the National Family Caregiver Support Program (Title III-E) to caregivers.

It is done in a one-on-one setting. This should be entered as a Registered Service in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

The Family Caregiver Support program, III E Supplemental Services provides funding for Emergency Response System services.

Emergency Response System (ERS) services are provided in the form of grants to eligible clients or their legal representative. These grants are issued to pay for the installation and monthly charges for an emergency response system.

Eligibility is determined through the use of the functional assessment for needs, capabilities and preferences of services.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

42. III-E SELF-DIRECTED CARE (PLACEMENT) – This was previously called Cash and Counseling. An approach to providing services (including programs, benefits, supports, and technology) under this Act intended to assist an individual with activities of daily living, in which

- Such services (including the amount, duration, scope, provider, and location of such services) are planned, budgeted, and purchased under the direction and control of such individual;
- Such individual is provided with such information and assistance as are necessary and appropriate to enable such individual to make informed decisions about the individual's care options;
- The needs, capabilities, and preferences of such individual with respect to such services, and such individual's ability to direct and control the individual's receipt of such services, are assessed by the area agency on aging (or other agency designed by the area agency on aging involved);
- Based on the assessment made, the area on aging (or other agency designated by the area agency on aging) develops together with such individual and the individual's family, caregiver, or legal representative—
 - a plan of services for such individual that specifies which services such individual will be responsible for directing;
 - a determination of the role of family members (and others whose participation is sought by such individual) in providing services under such plan; and
 - a budget for such services; and
- The area agency on aging or State agency provides for oversight of such individual's self-directed receipt of services, including steps to ensure the quality of services provided and the appropriate use of funds under this Act. From Section 102(46) of the Older Americans Act of 1965, as amended.

This covers the range of services provided or paid for through allowance, vouchers, or cash which provided to the client so that the client can obtain the supportive services which are needed. Note that the definition does not require reporting of service units, but does require reporting of the unduplicated number of persons served. It is done in a one-on-one setting. This should be entered as a Registered Service in NAMIS.

Detailed description of how service is provided: Please include whether service is contracted/sub-granted to other agencies/service providers or provided directly by employees of the Area Agency on Aging. Include information for services that will differ and or remain constant.

III-E Self-Directed Care provides in-home respite service in the form of grants to eligible clients or their legal representative. The grants are to be used for individual respite providers. Eligibility is determined through the use of the functional assessment for needs, capabilities and preferences. Payment is sent to the client and the client pays the provider.

Explanation of increase/decrease of service units: Based upon the Service Unit Composite Page, if the service units increased or decreased by 10% or more, please provide a detailed explanation for the increase or decrease. This should include the areas (counties, cities, and senior centers) that are anticipating the increase/decrease and reasons explaining why.

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|--------------------------------|----------------|---------------------------|-------------------------|--------------------------------|--|
| Albion Senior Center | 4 | \$24,650 | n | y | y |
| Albion Senior Center | 7 | | n | y | y |
| Albion Senior Center | 10 | | n | y | y |
| Albion Senior Center | 12 | | n | y | y |
| Albion Senior Center | 13 | | n | y | y |
| Albion Senior Center | 14 | | n | y | y |
| Albion Senior Center | 15 | | n | y | y |
| Albion Senior Center | 17 | | n | y | y |
| Albion Senior Center | 18 | | n | y | y |
| Albion Senior Center | 19 | | n | y | y |
| Albion Senior Center | 22 | | n | y | y |
| Albion Senior Center | 35 | | n | y | y |
| Village of Allen | 7 | \$10,054 | n | n | y |
| Village of Allen | 10 | | n | n | y |
| Village of Allen | 12 | | n | n | y |
| Village of Allen | 13 | | n | n | y |
| Village of Allen | 14 | | n | n | y |
| Village of Allen | 15 | | n | n | y |
| Village of Allen | 17 | | n | n | y |
| Village of Allen | 19 | | n | n | y |
| Village of Allen | 35 | | n | n | y |
| Atkinson Senior Center | 4 | \$26,302 | n | y | y |
| Atkinson Senior Center | 7 | | n | y | y |
| Atkinson Senior Center | 10 | | n | y | y |
| Atkinson Senior Center | 12 | | n | y | y |
| Atkinson Senior Center | 13 | | n | y | y |
| Atkinson Senior Center | 14 | | n | y | y |
| Atkinson Senior Center | 15 | | n | y | y |
| Atkinson Senior Center | 17 | | n | y | y |
| Atkinson Senior Center | 19 | | n | y | y |
| Atkinson Senior Center | 35 | | n | y | y |
| Atkinson Senior Center | 37 | | n | y | y |
| Atkinson Senior Center | 38 | | n | y | y |
| Atkinson Senior Center | 39 | | n | y | y |
| Bancroft Senior Center | 9 | \$11,331 | n | y | y |
| Bancroft Senior Center | 10 | | n | y | y |
| Bancroft Senior Center | 12 | | n | y | y |
| Bancroft Senior Center | 13 | | n | y | y |
| Bancroft Senior Center | 14 | | n | y | y |
| Bancroft Senior Center | 15 | | n | y | y |
| Bancroft Senior Center | 17 | | n | y | y |
| Bancroft Senior Center | 18 | | n | y | y |
| Bancroft Senior Center | 19 | | n | y | y |
| Bancroft Senior Center | 22 | | n | y | y |
| Bancroft Senior Center | 35 | | n | y | y |
| Bancroft Senior Center | 37 | | n | y | y |
| Bancroft Senior Center | 38 | | n | y | y |
| Bancroft Senior Center | 39 | | n | y | y |
| Beaver Valley Senior Center | 4 | \$16,756 | n | y | y |
| Beaver Valley Senior Center | 7 | | n | y | y |
| Beaver Valley Senior Center | 10 | | n | y | y |
| Beaver Valley Senior Center | 12 | | n | y | y |
| Beaver Valley Senior Center | 13 | | n | y | y |
| Beaver Valley Senior Center | 14 | | n | y | y |
| Beaver Valley Senior Center | 15 | | n | y | y |
| Beaver Valley Senior Center | 17 | | n | y | y |
| Beaver Valley Senior Center | 18 | | n | y | y |
| Beaver Valley Senior Center | 19 | | n | y | y |
| Beaver Valley Senior Center | 35 | | n | y | y |
| Beemer Senior Center | 4 | \$10,555 | n | y | y |
| Beemer Senior Center | 7 | | n | y | y |
| Beemer Senior Center | 10 | | n | y | y |
| Beemer Senior Center | 12 | | n | y | y |
| Beemer Senior Center | 13 | | n | y | y |
| Beemer Senior Center | 14 | | n | y | y |
| Beemer Senior Center | 15 | | n | y | y |
| Beemer Senior Center | 17 | | n | y | y |
| Beemer Senior Center | 19 | | n | y | y |
| Beemer Senior Center | 35 | | n | y | y |

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|---|----------------|---------------------------|-------------------------|--------------------------------|--|
| Boyd County Senior Center | 4 | \$21,975 | n | y | y |
| Boyd County Senior Center | 7 | | n | y | y |
| Boyd County Senior Center | 10 | | n | y | y |
| Boyd County Senior Center | 12 | | n | y | y |
| Boyd County Senior Center | 13 | | n | y | y |
| Boyd County Senior Center | 14 | | n | y | y |
| Boyd County Senior Center | 15 | | n | y | y |
| Boyd County Senior Center | 17 | | n | y | y |
| Boyd County Senior Center | 18 | | n | y | y |
| Boyd County Senior Center | 19 | | n | y | y |
| Boyd County Senior Center | 35 | | n | y | y |
| Cedar Rapids Senior Center | 7 | \$9,036 | n | y | y |
| Cedar Rapids Senior Center | 10 | | n | y | y |
| Cedar Rapids Senior Center | 12 | | n | y | y |
| Cedar Rapids Senior Center | 13 | | n | y | y |
| Cedar Rapids Senior Center | 14 | | n | y | y |
| Cedar Rapids Senior Center | 15 | | n | y | y |
| Cedar Rapids Senior Center | 17 | | n | y | y |
| Cedar Rapids Senior Center | 19 | | n | y | y |
| Cedar Rapids Senior Center | 35 | | n | y | y |
| Chatt Senior Center | 4 | \$29,283 | n | y | y |
| Chatt Senior Center | 7 | | n | y | y |
| Chatt Senior Center | 10 | | n | y | y |
| Chatt Senior Center | 12 | | n | y | y |
| Chatt Senior Center | 13 | | n | y | y |
| Chatt Senior Center | 14 | | n | y | y |
| Chatt Senior Center | 15 | | n | y | y |
| Chatt Senior Center | 17 | | n | y | y |
| Chatt Senior Center | 18 | | n | y | y |
| Chatt Senior Center | 19 | | n | y | y |
| Chatt Senior Center | 35 | | n | y | y |
| Chatt Senior Center | 37 | | n | y | y |
| Chatt Senior Center | 38 | | n | y | y |
| Chatt Senior Center | 39 | | n | y | y |
| Colfax County Senior Center | 4 | \$27,324 | n | y | y |
| Colfax County Senior Center | 7 | | n | y | y |
| Colfax County Senior Center | 10 | | n | y | y |
| Colfax County Senior Center | 12 | | n | y | y |
| Colfax County Senior Center | 13 | | n | y | y |
| Colfax County Senior Center | 14 | | n | y | y |
| Colfax County Senior Center | 15 | | n | y | y |
| Colfax County Senior Center | 17 | | n | y | y |
| Colfax County Senior Center | 19 | | n | y | y |
| Colfax County Senior Center | 35 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 4 | \$85,015 | n | y | y |
| Columbus - Catholic Charities Senior Center | 7 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 9 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 10 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 12 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 13 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 14 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 15 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 17 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 18 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 19 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 22 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 35 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 37 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 38 | | n | y | y |
| Columbus - Catholic Charities Senior Center | 39 | | n | y | y |

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|----------------------------------|----------------|---------------------------|-------------------------|--------------------------------|--|
| Community Senior Center | 4 | \$39,198 | n | y | y |
| Community Senior Center | 7 | | n | y | y |
| Community Senior Center | 9 | | n | y | y |
| Community Senior Center | 10 | | n | y | y |
| Community Senior Center | 12 | | n | y | y |
| Community Senior Center | 13 | | n | y | y |
| Community Senior Center | 14 | | n | y | y |
| Community Senior Center | 15 | | n | y | y |
| Community Senior Center | 17 | | n | y | y |
| Community Senior Center | 19 | | n | y | y |
| Community Senior Center | 22 | | n | y | y |
| Community Senior Center | 35 | | n | y | y |
| Community Senior Center | 37 | | n | y | y |
| Community Senior Center | 38 | | n | y | y |
| Community Senior Center | 39 | | n | y | y |
| Concord Dixon Senior Center | 10 | \$3,461 | n | y | y |
| Concord Dixon Senior Center | 12 | | n | y | y |
| Concord Dixon Senior Center | 13 | | n | y | y |
| Concord Dixon Senior Center | 14 | | n | y | y |
| Concord Dixon Senior Center | 15 | | n | y | y |
| Concord Dixon Senior Center | 17 | | n | y | y |
| Concord Dixon Senior Center | 19 | | n | y | y |
| Concord Dixon Senior Center | 22 | | n | y | y |
| Concord Dixon Senior Center | 35 | | n | y | y |
| Crofton Senior Center | 4 | \$29,062 | n | y | y |
| Crofton Senior Center | 7 | | n | y | y |
| Crofton Senior Center | 10 | | n | y | y |
| Crofton Senior Center | 12 | | n | y | y |
| Crofton Senior Center | 13 | | n | y | y |
| Crofton Senior Center | 14 | | n | y | y |
| Crofton Senior Center | 15 | | n | y | y |
| Crofton Senior Center | 17 | | n | y | y |
| Crofton Senior Center | 19 | | n | y | y |
| Crofton Senior Center | 22 | | n | y | y |
| Crofton Senior Center | 35 | | n | y | y |
| Crofton Senior Center | 37 | | n | y | y |
| Crofton Senior Center | 38 | | n | y | y |
| Crofton Senior Center | 39 | | n | y | y |
| Decatur Senior Center | 4 | \$17,582 | n | y | y |
| Decatur Senior Center | 7 | | n | y | y |
| Decatur Senior Center | 10 | | n | y | y |
| Decatur Senior Center | 12 | | n | y | y |
| Decatur Senior Center | 13 | | n | y | y |
| Decatur Senior Center | 14 | | n | y | y |
| Decatur Senior Center | 15 | | n | y | y |
| Decatur Senior Center | 17 | | n | y | y |
| Decatur Senior Center | 19 | | n | y | y |
| Decatur Senior Center | 35 | | n | y | y |
| Elgin Senior Center | 4 | \$19,945 | n | y | y |
| Elgin Senior Center | 7 | | n | y | y |
| Elgin Senior Center | 10 | | n | y | y |
| Elgin Senior Center | 12 | | n | y | y |
| Elgin Senior Center | 13 | | n | y | y |
| Elgin Senior Center | 14 | | n | y | y |
| Elgin Senior Center | 15 | | n | y | y |
| Elgin Senior Center | 17 | | n | y | y |
| Elgin Senior Center | 19 | | n | y | y |
| Elgin Senior Center | 35 | | n | y | y |
| Emerson - Heritage of Emerson NH | 4 | \$7,407 | n | y | y |

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|--|----------------|---------------------------|-------------------------|--------------------------------|--|
| Fullerton Senior Center | 4 | \$19,862 | n | y | y |
| Fullerton Senior Center | 7 | | n | y | y |
| Fullerton Senior Center | 10 | | n | y | y |
| Fullerton Senior Center | 12 | | n | y | y |
| Fullerton Senior Center | 13 | | n | y | y |
| Fullerton Senior Center | 14 | | n | y | y |
| Fullerton Senior Center | 15 | | n | y | y |
| Fullerton Senior Center | 17 | | n | y | y |
| Fullerton Senior Center | 18 | | n | y | y |
| Fullerton Senior Center | 19 | | n | y | y |
| Fullerton Senior Center | 22 | | n | y | y |
| Fullerton Senior Center | 35 | | n | y | y |
| Golden Oaks Senior Center | 10 | \$12,011 | n | y | y |
| Golden Oaks Senior Center | 12 | | n | y | y |
| Golden Oaks Senior Center | 13 | | n | y | y |
| Golden Oaks Senior Center | 14 | | n | y | y |
| Golden Oaks Senior Center | 15 | | n | y | y |
| Golden Oaks Senior Center | 17 | | n | y | y |
| Golden Oaks Senior Center | 18 | | n | y | y |
| Golden Oaks Senior Center | 19 | | n | y | y |
| Golden Oaks Senior Center | 22 | | n | y | y |
| Golden Oaks Senior Center | 35 | | n | y | y |
| Golden Oaks Senior Center | 37 | | n | y | y |
| Golden Oaks Senior Center | 38 | | n | y | y |
| Golden Oaks Senior Center | 39 | | n | y | y |
| Happy Days Senior Center | 4 | \$35,015 | n | y | y |
| Happy Days Senior Center | 7 | | n | y | y |
| Happy Days Senior Center | 9 | | | | |
| Happy Days Senior Center | 10 | | n | y | y |
| Happy Days Senior Center | 12 | | n | y | y |
| Happy Days Senior Center | 13 | | n | y | y |
| Happy Days Senior Center | 14 | | n | y | y |
| Happy Days Senior Center | 15 | | n | y | y |
| Happy Days Senior Center | 17 | | n | y | y |
| Happy Days Senior Center | 19 | | n | y | y |
| Happy Days Senior Center | 35 | | n | y | y |
| Hartington Senior Center | 4 | \$27,495 | n | y | y |
| Hartington Senior Center | 7 | | n | y | y |
| Hartington Senior Center | 10 | | n | y | y |
| Hartington Senior Center | 12 | | n | y | y |
| Hartington Senior Center | 13 | | n | y | y |
| Hartington Senior Center | 14 | | n | y | y |
| Hartington Senior Center | 15 | | n | y | y |
| Hartington Senior Center | 17 | | n | y | y |
| Hartington Senior Center | 19 | | n | y | y |
| Hartington Senior Center | 35 | | n | y | y |
| Howells Grain Bin Café | 4 | \$18,516 | n | n | y |
| Howells Grain Bin Café | 7 | | | | |
| Laurel Senior Center | 12 | \$7,336 | n | y | y |
| Laurel Senior Center | 13 | | n | y | y |
| Laurel Senior Center | 14 | | n | y | y |
| Laurel Senior Center | 15 | | n | y | y |
| Laurel Senior Center | 17 | | n | y | y |
| Laurel Senior Center | 19 | | n | y | y |
| Laurel Senior Center | 35 | | n | y | y |
| Legal Aid of Nebr | 11 | \$27,000 | n | y | y |
| Legal Aid of Nebr (for Native Americans) | 11 | \$7,000 | n | y | y |

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|--------------------------------|----------------|---------------------------|-------------------------|--------------------------------|--|
| Madison Senior Center | 4 | \$21,126 | n | y | y |
| Madison Senior Center | 7 | | n | y | y |
| Madison Senior Center | 10 | | n | y | y |
| Madison Senior Center | 12 | | n | y | y |
| Madison Senior Center | 13 | | n | y | y |
| Madison Senior Center | 14 | | n | y | y |
| Madison Senior Center | 15 | | n | y | y |
| Madison Senior Center | 17 | | n | y | y |
| Madison Senior Center | 19 | | n | y | y |
| Madison Senior Center | 22 | | n | y | y |
| Madison Senior Center | 35 | | n | y | y |
| Merriman Senior Center | 7 | \$4,191 | n | n | y |
| Neligh Senior Center | 4 | \$22,461 | n | y | y |
| Neligh Senior Center | 7 | | n | y | y |
| Neligh Senior Center | 10 | | n | y | y |
| Neligh Senior Center | 12 | | n | y | y |
| Neligh Senior Center | 13 | | n | y | y |
| Neligh Senior Center | 14 | | n | y | y |
| Neligh Senior Center | 15 | | n | y | y |
| Neligh Senior Center | 17 | | n | y | y |
| Neligh Senior Center | 19 | | n | y | y |
| Neligh Senior Center | 35 | | n | y | y |
| Norfolk Senior Center | 4 | \$89,875 | n | y | y |
| Norfolk Senior Center | 7 | | n | y | y |
| Norfolk Senior Center | 10 | | n | y | y |
| Norfolk Senior Center | 12 | | n | y | y |
| Norfolk Senior Center | 13 | | n | y | y |
| Norfolk Senior Center | 14 | | n | y | y |
| Norfolk Senior Center | 15 | | n | y | y |
| Norfolk Senior Center | 17 | | n | y | y |
| Norfolk Senior Center | 18 | | n | y | y |
| Norfolk Senior Center | 19 | | n | y | y |
| Norfolk Senior Center | 35 | | n | y | y |
| Norfolk Senior Center | 37 | | n | y | y |
| Norfolk Senior Center | 38 | | n | y | y |
| Norfolk Senior Center | 39 | | n | y | y |
| Northeast Nebr. Senior Center | 4 | \$72,750 | n | y | y |
| Northeast Nebr. Senior Center | 7 | | n | y | y |
| Northeast Nebr. Senior Center | 10 | | n | y | y |
| Northeast Nebr. Senior Center | 12 | | n | y | y |
| Northeast Nebr. Senior Center | 13 | | n | y | y |
| Northeast Nebr. Senior Center | 14 | | n | y | y |
| Northeast Nebr. Senior Center | 15 | | n | y | y |
| Northeast Nebr. Senior Center | 17 | | n | y | y |
| Northeast Nebr. Senior Center | 19 | | n | y | y |
| Northeast Nebr. Senior Center | 35 | | n | y | y |

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|--------------------------------|----------------|---------------------------|-------------------------|--------------------------------|--|
| O'Neill Senior Center | 4 | \$46,791 | n | y | y |
| O'Neill Senior Center | 7 | | n | y | y |
| O'Neill Senior Center | 10 | | n | y | y |
| O'Neill Senior Center | 12 | | n | y | y |
| O'Neill Senior Center | 13 | | n | y | y |
| O'Neill Senior Center | 14 | | n | y | y |
| O'Neill Senior Center | 15 | | n | y | y |
| O'Neill Senior Center | 17 | | n | y | y |
| O'Neill Senior Center | 19 | | n | y | y |
| O'Neill Senior Center | 35 | | n | y | y |
| O'Neill Senior Center | 37 | | n | y | y |
| O'Neill Senior Center | 38 | | n | y | y |
| O'Neill Senior Center | 39 | | n | y | y |
| Park View Haven Care Center | 4 | \$4,938 | n | n | y |
| Pawnee Senior Center | 4 | \$15,358 | n | y | y |
| Pawnee Senior Center | 7 | | n | y | y |
| Pawnee Senior Center | 10 | | n | y | y |
| Pawnee Senior Center | 12 | | n | y | y |
| Pawnee Senior Center | 13 | | n | y | y |
| Pawnee Senior Center | 14 | | n | y | y |
| Pawnee Senior Center | 15 | | n | y | y |
| Pawnee Senior Center | 17 | | n | y | y |
| Pawnee Senior Center | 18 | | n | y | y |
| Pawnee Senior Center | 19 | | n | y | y |
| Pawnee Senior Center | 22 | | n | y | y |
| Pawnee Senior Center | 35 | | n | y | y |
| Petersburg Rae Valley Market | 7 | \$3,277 | n | y | y |
| Pierce Senior Center | 4 | \$19,857 | n | y | y |
| Pierce Senior Center | 7 | | n | y | y |
| Pierce Senior Center | 10 | | n | y | y |
| Pierce Senior Center | 12 | | n | y | y |
| Pierce Senior Center | 13 | | n | y | y |
| Pierce Senior Center | 14 | | n | y | y |
| Pierce Senior Center | 15 | | n | y | y |
| Pierce Senior Center | 17 | | n | y | y |
| Pierce Senior Center | 19 | | n | y | y |
| Pierce Senior Center | 35 | | n | y | y |
| Pilger Senior Center | 7 | \$6,227 | n | y | y |
| Pilger Senior Center | 10 | | n | y | y |
| Pilger Senior Center | 12 | | n | y | y |
| Pilger Senior Center | 13 | | n | y | y |
| Pilger Senior Center | 14 | | n | y | y |
| Pilger Senior Center | 15 | | n | y | y |
| Pilger Senior Center | 17 | | n | y | y |
| Pilger Senior Center | 19 | | n | y | y |
| Pilger Senior Center | 35 | | n | y | y |
| Plainview Senior Center | 4 | \$16,148 | n | y | y |
| Plainview Senior Center | 7 | | n | y | y |
| Plainview Senior Center | 10 | | n | y | y |
| Plainview Senior Center | 12 | | n | y | y |
| Plainview Senior Center | 13 | | n | y | y |
| Plainview Senior Center | 14 | | n | y | y |
| Plainview Senior Center | 15 | | n | y | y |
| Plainview Senior Center | 17 | | n | y | y |
| Plainview Senior Center | 19 | | n | y | y |
| Plainview Senior Center | 22 | | n | y | y |
| Plainview Senior Center | 35 | | n | y | y |

CONTRACTORS PROVIDING ANY SERVICE TO OLDER INDIVIDUALS

| Contractor, list consecutively | Service Number | Total Cost of Contract(s) | Minority Contractor Y/N | Non-Gov. Entity Contractor Y/N | Provided Service Paid with any OAA Funds Y/N |
|--------------------------------|----------------|---------------------------|-------------------------|--------------------------------|--|
| Ponca Senior Center | 10 | \$10,685 | n | y | y |
| Ponca Senior Center | 12 | | n | y | y |
| Ponca Senior Center | 13 | | n | y | y |
| Ponca Senior Center | 14 | | n | y | y |
| Ponca Senior Center | 15 | | n | y | y |
| Ponca Senior Center | 17 | | n | y | y |
| Ponca Senior Center | 19 | | n | y | y |
| Ponca Senior Center | 35 | | n | y | y |
| Randolph Senior Center | 4 | \$35,912 | n | y | y |
| Randolph Senior Center | 7 | | n | y | y |
| Randolph Senior Center | 10 | | n | y | y |
| Randolph Senior Center | 12 | | n | y | y |
| Randolph Senior Center | 13 | | n | y | y |
| Randolph Senior Center | 14 | | n | y | y |
| Randolph Senior Center | 15 | | n | y | y |
| Randolph Senior Center | 17 | | n | y | y |
| Randolph Senior Center | 18 | | n | y | y |
| Randolph Senior Center | 19 | | n | y | y |
| Randolph Senior Center | 35 | | n | y | y |
| Rock County Senior Center | 4 | \$23,328 | n | y | y |
| Rock County Senior Center | 7 | | n | y | y |
| Rock County Senior Center | 10 | | n | y | y |
| Rock County Senior Center | 12 | | n | y | y |
| Rock County Senior Center | 13 | | n | y | y |
| Rock County Senior Center | 14 | | n | y | y |
| Rock County Senior Center | 15 | | n | y | y |
| Rock County Senior Center | 17 | | n | y | y |
| Rock County Senior Center | 19 | | n | y | y |
| Rock County Senior Center | 35 | | n | y | y |
| Santee Senior Center | 7 | \$1,981 | y | y | y |
| Stanton Nursing Home | 4 | \$2,469 | n | y | y |
| Valentine Senior Center | 4 | \$46,249 | n | y | y |
| Valentine Senior Center | 7 | | n | y | y |
| Valentine Senior Center | 10 | | n | y | y |
| Valentine Senior Center | 12 | | n | y | y |
| Valentine Senior Center | 13 | | n | y | y |
| Valentine Senior Center | 14 | | n | y | y |
| Valentine Senior Center | 15 | | n | y | y |
| Valentine Senior Center | 17 | | n | y | y |
| Valentine Senior Center | 18 | | n | y | y |
| Valentine Senior Center | 19 | | n | y | y |
| Valentine Senior Center | 22 | | n | y | y |
| Valentine Senior Center | 35 | | n | y | y |
| Valentine Senior Center | 37 | | n | y | y |
| Valentine Senior Center | 38 | | n | y | y |
| Valentine Senior Center | 39 | | n | y | y |
| Walthill Senior Center | 7 | \$14,333 | n | y | y |
| Walthill Senior Center | 10 | | n | y | y |
| Walthill Senior Center | 12 | | n | y | y |
| Walthill Senior Center | 13 | | n | y | y |
| Walthill Senior Center | 14 | | n | y | y |
| Walthill Senior Center | 15 | | n | y | y |
| Walthill Senior Center | 17 | | n | y | y |
| Walthill Senior Center | 19 | | n | y | y |
| Walthill Senior Center | 35 | | n | y | y |

DIRECT SERVICE PROVISION

| Service Number | Area Agency on Aging | Max. Cost | Provide Service Paid by OAA Y/N |
|----------------|---|-----------|---------------------------------|
| 21 | Northeast Nebraska Area Agency on Aging | \$17,812 | Y |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

FUND TRANSFER

In this Application and Plan the following transfers of funds between funding categories are included. This represents changes to the reservation table.

| | | | |
|------------------------------------|-------|----|----------|
| - Title III-B to Title III-C(1) | | \$ | - |
| - Title III-B to Title III-C(2) | | \$ | - |
| - Title III-C(1) to Title III-B | | \$ | - |
| - Title III-C(1) to Title III-C(2) | | \$ | - |
| - Title III-C(2) to Title III-C(1) | | \$ | - |
| - Title III-C(2) to Title III-B | | \$ | 5,000.00 |

COMMENTS:

In this submission for FY 2017, transferring \$5,000 of title C-2 funds to III-B.

NOTE: ONLY THE ABOVE MENTIONED FUNDS CAN BE TRANSFERRED.

**APPROVAL OF THE AREA PLAN FOR FISCAL YEAR 2017
INCLUDES APPROVAL OF THIS REQUEST.**

| FY 2017 BUDGET - GRAND TOTAL | | | | | | | | | |
|-------------------------------|---------------------|-----------------------|-----------------------|--------------------|--------------------|-------------------|------------------------------------|------------------|---------------------|
| | TITLE III-B & CASA | TITLE III-C(1) & CASA | TITLE III-C(2) & CASA | TITLE III-D & CASA | TITLE III E & CASA | CASA Only | Other Programs (not funded by SUA) | Title VII | TOTAL |
| COST CATEGORIES | | | | | | | | | |
| 1. Personnel | \$ 326,514 | \$ 93,047 | \$ 59,761 | \$ 16,579 | \$ 178,023 | \$ 367,777 | \$ 653,859 | \$ 17,956 | \$ 1,713,516 |
| 2. Travel | \$ 36,732 | \$ 3,968 | \$ 2,850 | \$ 1,163 | \$ 12,967 | \$ 50,150 | \$ 57,731 | \$ 7,931 | \$ 173,492 |
| 3. Print & Supp. | \$ 8,828 | \$ 1,071 | \$ 714 | \$ 70 | \$ 6,163 | \$ 6,113 | \$ 9,684 | \$ 1,300 | \$ 33,943 |
| 4. Equipment | \$ 2,973 | \$ 480 | \$ 320 | \$ - | \$ 1,117 | \$ 1,440 | \$ 5,640 | \$ - | \$ 11,970 |
| 5. Build Space | \$ 19,433 | \$ 3,930 | \$ 2,620 | \$ - | \$ 6,623 | \$ 11,791 | \$ 24,893 | \$ - | \$ 69,290 |
| 6. Comm. & Utilit. | \$ 10,486 | \$ 2,168 | \$ 1,445 | \$ - | \$ 5,863 | \$ 8,828 | \$ 16,160 | \$ 660 | \$ 45,610 |
| 7. Other | \$ 21,734 | \$ 3,831 | \$ 2,554 | \$ - | \$ 12,707 | \$ 21,192 | \$ 26,544 | \$ 150 | \$ 88,712 |
| 8a. Raw Food | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 8b. Contractual | \$ 1,221,862 | \$ 1,963,097 | \$ 787,429 | \$ - | \$ 129,075 | \$ 134,203 | \$ - | \$ - | \$ 4,235,666 |
| 9. GROSS COST | \$ 1,648,562 | \$ 2,071,592 | \$ 857,693 | \$ 17,812 | \$ 352,538 | \$ 601,494 | \$ 794,511 | \$ 27,997 | \$ 6,372,199 |
| NON-MATCHING | | | | | | | | | |
| 10. Other Funding | \$ 68,971 | \$ 19,421 | \$ 5,802 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 94,194 |
| 11a. Title XX/Medicaid | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 794,511 | \$ - | \$ 794,511 |
| 11b. NSIP | \$ - | \$ 162,332 | \$ 60,451 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 222,783 |
| 12a. Income Cont./Fees | \$ 31,298 | \$ 806,284 | \$ 328,461 | \$ - | \$ 4,800 | \$ 1,500 | \$ - | \$ - | \$ 1,172,343 |
| 12b. TOTAL NON-MATCH | \$ 100,269 | \$ 988,037 | \$ 394,714 | \$ - | \$ 4,800 | \$ 1,500 | \$ 794,511 | \$ - | \$ 2,283,831 |
| 13. ACTUAL COST | \$ 1,548,293 | \$ 1,083,555 | \$ 462,979 | \$ 17,812 | \$ 347,738 | \$ 599,994 | \$ - | \$ 27,997 | \$ 4,088,368 |
| MATCH | | | | | | | | | |
| 14a. Local Public (Cash) | \$ 128,833 | \$ 73,503 | \$ 19,944 | \$ - | \$ 6,923 | \$ - | \$ - | \$ - | \$ 229,203 |
| 14b. Local Public (In-Kind) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 15a. Local Other (In-Kind) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 15b. Local Other-Cash | \$ 609,788 | \$ 444,827 | \$ 155,703 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,210,318 |
| 16a. TOTAL LOCAL MATCH | \$ 738,621 | \$ 518,330 | \$ 175,647 | \$ - | \$ 6,923 | \$ - | \$ - | \$ - | \$ 1,439,521 |
| 16b. Cost Less Match | \$ 809,672 | \$ 565,225 | \$ 287,332 | \$ 17,812 | \$ 340,815 | \$ 599,994 | \$ - | \$ 27,997 | \$ 2,648,847 |
| FUNDING | | | | | | | | | |
| 17a. CASA | \$ 508,657 | \$ 165,025 | \$ 105,233 | \$ 4,014 | \$ 134,814 | \$ 44,962 | \$ - | \$ 1,523 | \$ 964,228 |
| 17b. CASA (Used as Match) | \$ - | \$ - | \$ - | \$ 1,782 | \$ 45,731 | \$ - | \$ - | \$ - | \$ 47,513 |
| 18a. Reservation | \$ 301,015 | \$ 400,200 | \$ 182,099 | \$ 12,016 | \$ 160,270 | \$ 201,304 | \$ - | \$ 26,474 | \$ 1,283,378 |
| 18b. Special Award | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 18c. Care Management | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 353,728 | \$ - | \$ - | \$ 353,728 |
| 18d. TOTAL SUA COST | \$ 809,672 | \$ 565,225 | \$ 287,332 | \$ 17,812 | \$ 340,815 | \$ 599,994 | \$ - | \$ 27,997 | \$ 2,648,847 |

FY 2017 BUDGET - Title III-B and CASA

| [Taxonomy #, Service, Unit Measure] | ACCESS SERVICES | | | | | | Access Services SubTotal |
|-------------------------------------|-----------------------------------|----------------------------------|---------------------------------|-------------------------------|--------------------------|--------------------------------------|--------------------------|
| | 5. Case Management III-B (1 hour) | 9. Assist Transport (1 way trip) | 10. Transportation (1 way trip) | 13. Info & Assist (1 contact) | 14. Outreach (1 contact) | 18. Financial Counseling (1 contact) | |
| COST CATEGORIES | | | | | | | |
| 1. Personnel | | \$4,613 | \$7,169 | \$86,356 | \$38,387 | | \$136,525 |
| 2. Travel | | \$71 | \$110 | \$10,276 | \$591 | | \$11,048 |
| 3. Print & Supp. | | \$183 | \$285 | \$4,200 | \$1,525 | | \$6,193 |
| 4. Equipment | | \$82 | \$128 | \$147 | \$683 | | \$1,040 |
| 5. Build Space | | \$673 | \$1,045 | \$1,202 | \$5,596 | | \$8,516 |
| 6. Comm. & Utilit. | | \$371 | \$576 | \$663 | \$3,087 | | \$4,697 |
| 7. Other | | \$656 | \$1,019 | \$2,231 | \$5,455 | | \$9,361 |
| 8a. Raw Food | | | | | | | \$0 |
| 8b. Contractual | | \$20,243 | \$31,455 | \$36,172 | \$168,432 | | \$256,302 |
| 9. GROSS COST | \$0 | \$26,892 | \$41,787 | \$141,247 | \$223,756 | \$0 | \$433,682 |
| NON-MATCHING | | | | | | | |
| 10. Other Funding | | \$179 | \$279 | \$51,385 | \$1,492 | | \$53,335 |
| 11a. Title XX/Medicaid | | | | | | | \$0 |
| 11b. NSIP | | | | | | | \$0 |
| 12a. Income Cont./Fees | | \$176 | \$273 | \$314 | \$1,463 | | \$2,226 |
| 12b. TOTAL NON-MATCH | \$0 | \$355 | \$552 | \$51,699 | \$2,955 | \$0 | \$55,561 |
| 13. ACTUAL COST | \$0 | \$26,537 | \$41,235 | \$89,548 | \$220,801 | \$0 | \$378,121 |
| MATCH | | | | | | | |
| 14a. Local Public (Cash) | | \$2,182 | \$3,390 | \$3,898 | \$18,152 | | \$27,622 |
| 14b. Local Public (In-Kind) | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | \$0 |
| 15b. Local Other-Cash | | \$11,212 | \$17,422 | \$20,035 | \$93,291 | | \$141,960 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$13,394 | \$20,812 | \$23,933 | \$111,443 | \$0 | \$169,582 |
| 16b. Cost Less Match | \$0 | \$13,143 | \$20,423 | \$65,615 | \$109,358 | \$0 | \$208,539 |
| FUNDING | | | | | | | |
| 17a. CASA | | \$8,961 | \$13,924 | \$40,708 | \$74,561 | | \$138,154 |
| 17b. CASA (Used as Match) | | | | | | | \$0 |
| 18a. Reservation | | \$4,182 | \$6,499 | \$24,907 | \$34,797 | | \$70,385 |
| 18b. Special Award | | | | | | | \$0 |
| 18c. Care Management | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$0 | \$13,143 | \$20,423 | \$65,615 | \$109,358 | \$0 | \$208,539 |

| | | | | | | |
|--------------------------|---------|---------|---------|----------|----------|---------|
| Projected Units | | 6494 | 40344 | 4669 | 12838 | 0 |
| Gross Cost Per Unit (9) | #DIV/0! | \$ 4.14 | \$ 1.04 | \$ 30.25 | \$ 17.43 | #DIV/0! |
| Match Per Unit (16b) | #DIV/0! | \$ 2.06 | \$ 0.52 | \$ 5.13 | \$ 8.68 | #DIV/0! |
| Total SUA Per Unit (18d) | #DIV/0! | \$ 2.02 | \$ 0.51 | \$ 14.05 | \$ 8.52 | #DIV/0! |

FY 2017 BUDGET - Title III-B :

| [Taxonomy #, Service, Unit Measure] | IN-HOME SERVICES | | | | | | In-Home Services Sub Total |
|-------------------------------------|---------------------------|-----------------------|-------------------|----------------------------------|-------------------------------|---------------------------|----------------------------|
| | 1. Personal Care (1 hour) | 2. Homemaker (1 hour) | 3. Chore (1 hour) | 16. Emer Resp Sys (Client Month) | 22. Dur Med Equip (1 contact) | 26. Respite-Home (1 hour) | |
| COST CATEGORIES | | | | | | | |
| 1. Personnel | | | | \$18,260 | | | \$18,260 |
| 2. Travel | | | | | | | \$0 |
| 3. Print & Supp. | | | | | | | \$0 |
| 4. Equipment | | | | | | | \$0 |
| 5. Build Space | | | | | | | \$0 |
| 6. Comm. & Utilit. | | | | | | | \$0 |
| 7. Other | | | | | | | \$0 |
| 8a. Raw Food | | | | | | | \$0 |
| 8b. Contractual | | | | \$78,098 | | | \$78,098 |
| 9. GROSS COST | \$0 | \$0 | \$0 | \$96,358 | \$0 | \$0 | \$96,358 |
| NON-MATCHING | | | | | | | |
| 10. Other Funding | | | | | | | \$0 |
| 11a. Title XX/Medicaid | | | | | | | \$0 |
| 11b. NSIP | | | | | | | \$0 |
| 12a. Income Cont./Fees | | | | \$6,000 | | | \$6,000 |
| 12b. TOTAL NON-MATCH | \$0 | \$0 | \$0 | \$6,000 | \$0 | \$0 | \$6,000 |
| 13. ACTUAL COST | \$0 | \$0 | \$0 | \$90,358 | \$0 | \$0 | \$90,358 |
| MATCH | | | | | | | |
| 14a. Local Public (Cash) | | | | | | | \$0 |
| 14b. Local Public (In-Kind) | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | \$0 |
| 15b. Local Other-Cash | | | | | | | \$0 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 16b. Cost Less Match | \$0 | \$0 | \$0 | \$90,358 | \$0 | \$0 | \$90,358 |
| FUNDING | | | | | | | |
| 17a. CASA | | | | \$40,000 | | | \$40,000 |
| 17b. CASA (Used as Match) | | | | | | | \$0 |
| 18a. Reservation | | | | \$50,358 | | | \$50,358 |
| 18b. Special Award | | | | | | | \$0 |
| 18c. Care Management | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$0 | \$0 | \$0 | \$90,358 | \$0 | \$0 | \$90,358 |

| | | | | | | |
|--------------------------|---------|---------|---------|----------|---------|---------|
| Projected Units | 0 | 0 | 0 | 2297 | 0 | 0 |
| Gross Cost Per Unit (9) | #DIV/0! | #DIV/0! | #DIV/0! | \$ 41.95 | #DIV/0! | #DIV/0! |
| Match Per Unit (16b) | #DIV/0! | #DIV/0! | #DIV/0! | \$ - | #DIV/0! | #DIV/0! |
| Total SUA Per Unit (18d) | #DIV/0! | #DIV/0! | #DIV/0! | \$ 39.34 | #DIV/0! | #DIV/0! |

FY 2017 BUDGET - Title III-B :

| [Taxonomy #, Service, Unit Measure] | LEGAL | COMMUNITY SERVICES - ALL OTHER | | | | | | | CS-AO Services Sub Total | 24. Self Directed Care (1 placement) |
|-------------------------------------|-------------------------------|---|---------------------------|--------------------------|--------------------------------------|-------------------------------|-------------------------------|----------------------------------|--------------------------|--------------------------------------|
| | 11. Legal Assistance (1 hour) | 12. Nutrition Education (1 session / participant) | 15. Health Ed (1 contact) | 17. Information Services | 18. Financial Counseling (1 contact) | 19. Health Clinic (1 contact) | 22. Dur Med Equip (1 contact) | 35. Supportive Services (1 hour) | | |
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$46,469 | \$9,173 | \$6,225 | \$4,125 | \$327 | \$27,160 | \$473 | \$17,040 | \$64,523 | \$33,828 |
| 2. Travel | \$999 | \$384 | \$260 | \$173 | \$14 | \$1,137 | \$20 | \$712 | \$2,700 | |
| 3. Print & Supp. | \$671 | \$279 | \$189 | \$126 | \$10 | \$827 | \$14 | \$519 | \$1,964 | |
| 4. Equipment | \$1,053 | \$125 | \$85 | \$56 | \$4 | \$370 | \$6 | \$234 | \$880 | |
| 5. Build Space | \$3,711 | \$1,024 | \$695 | \$461 | \$37 | \$3,033 | \$53 | \$1,903 | \$7,206 | |
| 6. Comm. & Utilit. | \$1,815 | \$565 | \$383 | \$254 | \$20 | \$1,673 | \$29 | \$1,050 | \$3,974 | |
| 7. Other | \$1,949 | \$1,482 | \$1,006 | \$666 | \$53 | \$4,388 | \$76 | \$2,753 | \$10,424 | |
| 8a. Raw Food | | | | | | | | | \$0 | |
| 8b. Contractual | | \$116,504 | \$79,063 | \$52,394 | \$4,155 | \$344,960 | \$6,010 | \$216,436 | \$819,522 | \$67,940 |
| 9. GROSS COST | \$56,667 | \$129,536 | \$87,906 | \$58,255 | \$4,620 | \$383,548 | \$6,681 | \$240,647 | \$911,193 | \$101,768 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | | \$2,223 | \$1,508 | \$1,000 | \$79 | \$6,582 | \$115 | \$4,129 | \$15,636 | |
| 11a. Title XX/Medicaid | | | | | | | | | \$0 | |
| 11b. NSIP | | | | | | | | | \$0 | |
| 12a. Income Cont./Fees | | \$3,173 | \$2,153 | \$1,427 | \$113 | \$9,396 | \$164 | \$5,896 | \$22,322 | \$750 |
| 12b. TOTAL NON-MATCH | \$0 | \$5,396 | \$3,661 | \$2,427 | \$192 | \$15,978 | \$279 | \$10,025 | \$37,958 | \$750 |
| 13. ACTUAL COST | \$56,667 | \$124,140 | \$84,245 | \$55,828 | \$4,428 | \$367,570 | \$6,402 | \$230,622 | \$873,235 | \$101,018 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | | \$9,523 | \$6,462 | \$4,282 | \$340 | \$28,196 | \$491 | \$17,691 | \$66,985 | |
| 14b. Local Public (In-Kind) | | | | | | | | | \$0 | |
| 15a. Local Other (In-Kind) | | | | | | | | | \$0 | |
| 15b. Local Other-Cash | \$22,667 | \$63,284 | \$42,947 | \$28,460 | \$2,257 | \$187,381 | \$3,265 | \$117,567 | \$445,161 | |
| 16a. TOTAL LOCAL MATCH | \$22,667 | \$72,807 | \$49,409 | \$32,742 | \$2,597 | \$215,577 | \$3,756 | \$135,258 | \$512,146 | \$0 |
| 16b. Cost Less Match | \$34,000 | \$51,333 | \$34,836 | \$23,086 | \$1,831 | \$151,993 | \$2,646 | \$95,364 | \$361,089 | \$101,018 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | \$27,000 | \$33,683 | \$22,858 | \$15,149 | \$1,201 | \$99,733 | \$1,736 | \$62,575 | \$236,935 | \$62,568 |
| 17b. CASA (Used as Match) | | | | | | | | | \$0 | |
| 18a. Reservation | \$7,000 | \$17,650 | \$11,978 | \$7,937 | \$630 | \$52,260 | \$910 | \$32,789 | \$124,154 | \$38,450 |
| 18b. Special Award | | | | | | | | | \$0 | |
| 18c. Care Management | | | | | | | | | \$0 | |
| 18d. TOTAL SUA COST | \$34,000 | \$51,333 | \$34,836 | \$23,086 | \$1,831 | \$151,993 | \$2,646 | \$95,364 | \$361,089 | \$101,018 |

| | | | | | | | | | | |
|--------------------------|----------|----------|---------|----------|----------|----------|----------|---------|--|-----------|
| Projected Units | 823 | 5615 | 49544 | 3037 | 217 | 23498 | 269 | 69404 | | 120 |
| Gross Cost Per Unit (9) | \$ 68.85 | \$ 23.07 | \$ 1.77 | \$ 19.18 | \$ 21.29 | \$ 16.32 | \$ 24.84 | \$ 3.47 | | \$ 848.07 |
| Match Per Unit (16b) | \$ 27.54 | \$ 12.97 | \$ 1.00 | \$ 10.78 | \$ 11.97 | \$ 9.17 | \$ 13.96 | \$ 1.95 | | \$ - |
| Total SUA Per Unit (18d) | \$ 41.31 | \$ 9.14 | \$ 0.70 | \$ 7.60 | \$ 8.44 | \$ 6.47 | \$ 9.84 | \$ 1.37 | | \$ 841.82 |

FY 2017 BUDGET - Title III-B :

| [Taxonomy #, Service, Unit Measure] | Volunteer | | | ADMIN | TOTAL |
|-------------------------------------|----------------------------|---------------------------|------------------------------------|-----------------|--------------------|
| | 27. Ombudsman (1 activity) | 29. Volunteerism (1 hour) | 30. Volunteerism/ Stipend (1 hour) | Area Plan Admin | |
| COST CATEGORIES | | | | | |
| 1. Personnel | | | | \$26,909 | \$326,514 |
| 2. Travel | | | | \$21,985 | \$36,732 |
| 3. Print & Supp. | | | | | \$8,828 |
| 4. Equipment | | | | | \$2,973 |
| 5. Build Space | | | | | \$19,433 |
| 6. Comm. & Utilit. | | | | | \$10,486 |
| 7. Other | | | | | \$21,734 |
| 8a. Raw Food | | | | | \$0 |
| 8b. Contractual | | | | | \$1,221,862 |
| 9. GROSS COST | \$0 | \$0 | \$0 | \$48,894 | \$1,648,562 |
| NON-MATCHING | | | | | |
| 10. Other Funding | | | | | \$68,971 |
| 11a. Title XX/Medicaid | | | | | \$0 |
| 11b. NSIP | | | | | \$0 |
| 12a. Income Cont./Fees | | | | | \$31,298 |
| 12b. TOTAL NON-MATCH | \$0 | \$0 | \$0 | \$0 | \$100,269 |
| 13. ACTUAL COST | \$0 | \$0 | \$0 | \$48,894 | \$1,548,293 |
| MATCH | | | | | |
| 14a. Local Public (Cash) | | | | \$34,226 | \$128,833 |
| 14b. Local Public (In-Kind) | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | \$0 |
| 15b. Local Other-Cash | | | | | \$609,788 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$34,226 | \$738,621 |
| 16b. Cost Less Match | \$0 | \$0 | \$0 | \$14,668 | \$809,672 |
| FUNDING | | | | | |
| 17a. CASA | | | | \$4,000 | \$508,657 |
| 17b. CASA (Used as Match) | | | | | \$0 |
| 18a. Reservation | | | | \$10,668 | \$301,015 |
| 18b. Special Award | | | | | \$0 |
| 18c. Care Management | | | | | \$0 |
| 18d. TOTAL SUA COST | \$0 | \$0 | \$0 | \$14,668 | \$809,672 |

| | | | | |
|--------------------------|---------|---------|---------|---------|
| Projected Units | 0 | 0 | 0 | 0 |
| Gross Cost Per Unit (9) | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Match Per Unit (16b) | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Total SUA Per Unit (18d) | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

FY 2017 BUDGET - Congregate Meals Title III-C(1) and CASA

| [Taxonomy #, Service, Unit Measure] | 7. Congregate Meals (1 meal) | 8. Nutrition Counseling (1 session / participant) | 12. Nutrition Education (1 session / participant) | | | | | | Area Plan Admin | TOTAL |
|-------------------------------------|------------------------------|---|---|------------|------------|------------|------------|------------|-----------------|--------------------|
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$79,067 | | | | | | | | \$13,980 | \$93,047 |
| 2. Travel | \$3,968 | | | | | | | | | \$3,968 |
| 3. Print & Supp. | \$1,071 | | | | | | | | | \$1,071 |
| 4. Equipment | \$480 | | | | | | | | | \$480 |
| 5. Build Space | \$3,930 | | | | | | | | | \$3,930 |
| 6. Comm. & Utilit. | \$2,168 | | | | | | | | | \$2,168 |
| 7. Other | \$3,831 | | | | | | | | | \$3,831 |
| 8a. Raw Food | | | | | | | | | | \$0 |
| 8b. Contractual | \$1,963,097 | | | | | | | | | \$1,963,097 |
| 9. GROSS COST | \$2,057,612 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$13,980 | \$2,071,592 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | \$19,421 | | | | | | | | | \$19,421 |
| 11a. Title XX/Medicaid | | | | | | | | | | \$0 |
| 11b. NSIP | \$162,332 | | | | | | | | | \$162,332 |
| 12a. Income Cont./Fees | \$806,284 | | | | | | | | | \$806,284 |
| 12b. TOTAL NON-MATCH | \$988,037 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$988,037 |
| 13. ACTUAL COST | \$1,069,575 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$13,980 | \$1,083,555 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | \$63,717 | | | | | | | | \$9,786 | \$73,503 |
| 14b. Local Public (In-Kind) | | | | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | | | | \$0 |
| 15b. Local Other-Cash | \$444,827 | | | | | | | | | \$444,827 |
| 16a. TOTAL LOCAL MATCH | \$508,544 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,786 | \$518,330 |
| 16b. Cost Less Match | \$561,031 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,194 | \$565,225 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | \$163,625 | | | | | | | | \$1,400 | \$165,025 |
| 17b. CASA (Used as Match) | | | | | | | | | | \$0 |
| 18a. Reservation | \$397,406 | | | | | | | | \$2,794 | \$400,200 |
| 18b. Special Award | | | | | | | | | | \$0 |
| 18c. Care Management | | | | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$561,031 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,194 | \$565,225 |

| | | | | | | | | | |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Projected Units | 263,373 | - | - | - | - | - | - | - | - |
| Gross Cost Per Unit (9) | \$ 7.81 | #DIV/0! |
| Match Per Unit (16b) | \$ 1.93 | #DIV/0! |
| Total SUA Per Unit (18d) | \$ 2.13 | #DIV/0! |

| FY 2017 BUDGET - Home-Delivered Meals Title III-C(2) and CASA | | | | | | | | | | |
|---|----------------------------------|------------|------------|------------|------------|------------|------------|------------|-----------------|------------------|
| [Taxonomy #, Service, Unit Measure] | 4. Home Delivered Meals (1 meal) | | | | | | | | Area Plan Admin | TOTAL |
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$50,441 | | | | | | | | \$9,320 | \$59,761 |
| 2. Travel | \$2,850 | | | | | | | | | \$2,850 |
| 3. Print & Supp. | \$714 | | | | | | | | | \$714 |
| 4. Equipment | \$320 | | | | | | | | | \$320 |
| 5. Build Space | \$2,620 | | | | | | | | | \$2,620 |
| 6. Comm. & Utilit. | \$1,445 | | | | | | | | | \$1,445 |
| 7. Other | \$2,554 | | | | | | | | | \$2,554 |
| 8a. Raw Food | | | | | | | | | | \$0 |
| 8b. Contractual | \$787,429 | | | | | | | | | \$787,429 |
| 9. GROSS COST | \$848,373 | \$0 | \$9,320 | \$857,693 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | \$5,802 | | | | | | | | | \$5,802 |
| 11a. Title XX/Medicaid | | | | | | | | | | \$0 |
| 11b. NSIP | \$60,451 | | | | | | | | | \$60,451 |
| 12a. Income Cont./Fees | \$328,461 | | | | | | | | | \$328,461 |
| 12b. TOTAL NON-MATCH | \$394,714 | \$0 | \$394,714 |
| 13. ACTUAL COST | \$453,659 | \$0 | \$9,320 | \$462,979 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | \$13,420 | | | | | | | | \$6,524 | \$19,944 |
| 14b. Local Public (In-Kind) | | | | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | | | | \$0 |
| 15b. Local Other-Cash | \$155,703 | | | | | | | | | \$155,703 |
| 16a. TOTAL LOCAL MATCH | \$169,123 | \$0 | \$6,524 | \$175,647 |
| 16b. Cost Less Match | \$284,536 | \$0 | \$2,796 | \$287,332 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | \$104,508 | | | | | | | | \$725 | \$105,233 |
| 17b. CASA (Used as Match) | | | | | | | | | | \$0 |
| 18a. Reservation | \$180,028 | | | | | | | | \$2,071 | \$182,099 |
| 18b. Special Award | | | | | | | | | | \$0 |
| 18c. Care Management | | | | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$284,536 | \$0 | \$2,796 | \$287,332 |

| | | | | | | | | | |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Projected Units | 129,065 | - | - | - | - | - | - | - | - |
| Gross Cost Per Unit (9) | \$ 6.57 | #DIV/0! |
| Match Per Unit (16b) | \$ 1.31 | #DIV/0! |
| Total SUA Per Unit (18d) | \$ 2.20 | #DIV/0! |

| FY 2017 BUDGET - Title III-D | | | | | | | | |
|-------------------------------------|---------------------------|-------------------------------|---|-----|-----|-----|-----|----------|
| [Taxonomy #, Service, Unit Measure] | 15. Health Ed (1 contact) | 19. Health Clinic (1 contact) | 21. Health Promotion / Disease Prevention (1 contact) | | | | | TOTAL |
| COST CATEGORIES | | | | | | | | |
| 1. Personnel | | | \$16,579 | | | | | \$16,579 |
| 2. Travel | | | \$1,163 | | | | | \$1,163 |
| 3. Print & Supp. | | | \$70 | | | | | \$70 |
| 4. Equipment | | | | | | | | \$0 |
| 5. Build Space | | | | | | | | \$0 |
| 6. Comm. & Utilit. | | | | | | | | \$0 |
| 7. Other | | | | | | | | \$0 |
| 8a. Raw Food | | | | | | | | \$0 |
| 8b. Contractual | | | | | | | | \$0 |
| 9. GROSS COST | \$0 | \$0 | \$17,812 | \$0 | \$0 | \$0 | \$0 | \$17,812 |
| NON-MATCHING | | | | | | | | |
| 10. Other Funding | | | | | | | | \$0 |
| 11a. Title XX/Medicaid | | | | | | | | \$0 |
| 11b. NSIP | | | | | | | | \$0 |
| 12a. Income Cont./Fees | | | | | | | | \$0 |
| 12b. TOTAL NON-MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 13. ACTUAL COST | \$0 | \$0 | \$17,812 | \$0 | \$0 | \$0 | \$0 | \$17,812 |
| MATCH | | | | | | | | |
| 14a. Local Public (Cash) | | | | | | | | \$0 |
| 14b. Local Public (In-Kind) | | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | | \$0 |
| 15b. Local Other-Cash | | | | | | | | \$0 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 16b. Cost Less Match | \$0 | \$0 | \$17,812 | \$0 | \$0 | \$0 | \$0 | \$17,812 |
| FUNDING | | | | | | | | |
| 17a. CASA | | | \$4,014 | | | | | \$4,014 |
| 17b. CASA (Used as Match) | | | \$1,782 | | | | | \$1,782 |
| 18a. Reservation | | | \$12,016 | | | | | \$12,016 |
| 18b. Special Award | | | | | | | | \$0 |
| 18c. Care Management | | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$0 | \$0 | \$17,812 | \$0 | \$0 | \$0 | \$0 | \$17,812 |

| | | | | | | | |
|--------------------------|---------|---------|-----------|---------|---------|---------|---------|
| Projected Units | - | - | 120 | - | - | - | - |
| Gross Cost Per Unit (9) | #DIV/0! | #DIV/0! | \$ 148.43 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Match Per Unit (16b) | #DIV/0! | #DIV/0! | \$ - | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Total SUA Per Unit (18d) | #DIV/0! | #DIV/0! | \$ 148.43 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

| FY 2017 BUDGET - Social Services Title III-E and CASA | | | | | | | | | | |
|--|---|---|---|---------------------------------|--|--|------------|------------|-----------------|------------------|
| [Taxonomy #, Service, Unit Measure] | 37. III-E Information Services (1 activity) | 38. III-E Access Assistance (1 contact) | 39. III-E Counseling Services (1 session per participant) | 40. III-E Respite Care (1 hour) | 41. III-E Supplemental Services (1 activity) | 42. III-E Self Directed Care (1 placement) | | | Area Plan Admin | TOTAL |
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$5,025 | \$120,029 | | | | \$43,649 | | | \$9,320 | \$178,023 |
| 2. Travel | \$465 | \$11,932 | | | | | | \$570 | | \$12,967 |
| 3. Print & Supp. | | \$6,163 | | | | | | | | \$6,163 |
| 4. Equipment | | \$1,117 | | | | | | | | \$1,117 |
| 5. Build Space | | \$6,623 | | | | | | | | \$6,623 |
| 6. Comm. & Utilit. | | \$5,863 | | | | | | | | \$5,863 |
| 7. Other | | \$12,707 | | | | | | | | \$12,707 |
| 8a. Raw Food | | | | | | | | | | \$0 |
| 8b. Contractual | | | | | \$57,800 | \$71,275 | | | | \$129,075 |
| 9. GROSS COST | \$5,490 | \$164,434 | \$0 | \$0 | \$57,800 | \$114,924 | \$0 | \$0 | \$9,890 | \$352,538 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | | | | | | | | | | \$0 |
| 11a. Title XX/Medicaid | | | | | | | | | | \$0 |
| 11b. NSIP | | | | | | | | | | \$0 |
| 12a. Income Cont./Fees | | | | | \$4,000 | \$800 | | | | \$4,800 |
| 12b. TOTAL NON-MATCH | \$0 | \$0 | \$0 | \$0 | \$4,000 | \$800 | \$0 | \$0 | \$0 | \$4,800 |
| 13. ACTUAL COST | \$5,490 | \$164,434 | \$0 | \$0 | \$53,800 | \$114,124 | \$0 | \$0 | \$9,890 | \$347,738 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | | | | | | | | | \$6,923 | \$6,923 |
| 14b. Local Public (In-Kind) | | | | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | | | | \$0 |
| 15b. Local Other-Cash | | | | | | | | | | \$0 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,923 | \$6,923 |
| 16b. Cost Less Match | \$5,490 | \$164,434 | \$0 | \$0 | \$53,800 | \$114,124 | \$0 | \$0 | \$2,967 | \$340,815 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | \$1,500 | \$73,525 | | | \$15,414 | \$43,575 | | | \$800 | \$134,814 |
| 17b. CASA (Used as Match) | \$825 | \$19,716 | | | \$8,070 | \$17,120 | | | | \$45,731 |
| 18a. Reservation | \$3,165 | \$71,193 | | | \$30,316 | \$53,429 | | | \$2,167 | \$160,270 |
| 18b. Special Award | | | | | | | | | | \$0 |
| 18c. Care Management | | | | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$5,490 | \$164,434 | \$0 | \$0 | \$53,800 | \$114,124 | \$0 | \$0 | \$2,967 | \$340,815 |
| 19 Amount of Federal Funds Lines 18a. & 18b. expended for services to grandparents & relative caregivers | | | | | | | | | | \$0 |

| | | | | | | | | | |
|--------------------------|---------|----------|---------|---------|----------|-------------|---------|---------|---------|
| Projected Units | 1,063 | 4,304 | - | - | 1,700 | 110 | - | - | - |
| Gross Cost Per Unit (9) | \$ 5.16 | \$ 38.20 | #DIV/0! | #DIV/0! | \$ 34.00 | \$ 1,044.76 | #DIV/0! | #DIV/0! | #DIV/0! |
| Match Per Unit (16b) | \$ - | \$ - | #DIV/0! | #DIV/0! | \$ - | \$ - | #DIV/0! | #DIV/0! | #DIV/0! |
| Total SUA Per Unit (18d) | \$ 5.16 | \$ 38.20 | #DIV/0! | #DIV/0! | \$ 31.65 | \$ 1,037.49 | #DIV/0! | #DIV/0! | #DIV/0! |

FY 2017 BUDGET - CASA Only

| [Taxonomy #, Service, Unit Measure] | 6. Care Management - CASA (1 hour) | STATE SENIOR COMPANION | | ADRC Aging & Disability Resource Ctr (Pilot Proj) | | | | | Area Plan Admin | TOTAL |
|-------------------------------------|------------------------------------|------------------------|------------|---|------------|------------|------------|------------|-----------------|------------------|
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$313,615 | | | \$54,162 | | | | | | \$367,777 |
| 2. Travel | \$45,950 | | | \$4,200 | | | | | | \$50,150 |
| 3. Print & Supp. | \$5,213 | | | \$900 | | | | | | \$6,113 |
| 4. Equipment | \$1,440 | | | \$0 | | | | | | \$1,440 |
| 5. Build Space | \$11,791 | | | \$0 | | | | | | \$11,791 |
| 6. Comm. & Utilit. | \$6,828 | | | \$2,000 | | | | | | \$8,828 |
| 7. Other | \$15,353 | | | \$5,839 | | | | | | \$21,192 |
| 8a. Raw Food | | | | | | | | | | \$0 |
| 8b. Contractual | | | | \$134,203 | | | | | | \$134,203 |
| 9. GROSS COST | \$400,190 | \$0 | \$0 | \$201,304 | \$0 | \$0 | \$0 | \$0 | \$0 | \$601,494 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | | | | | | | | | | \$0 |
| 11a. Title XX/Medicaid | | | | | | | | | | \$0 |
| 11b. NSIP | | | | | | | | | | \$0 |
| 12a. Income Cont./Fees | \$1,500 | | | | | | | | | \$1,500 |
| 12b. TOTAL NON-MATCH | \$1,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,500 |
| 13. ACTUAL COST | \$398,690 | \$0 | \$0 | \$201,304 | \$0 | \$0 | \$0 | \$0 | \$0 | \$599,994 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | | | | | | | | | | \$0 |
| 14b. Local Public (In-Kind) | | | | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | | | | \$0 |
| 15b. Local Other-Cash | | | | | | | | | | \$0 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 16b. Cost Less Match | \$398,690 | \$0 | \$0 | \$201,304 | \$0 | \$0 | \$0 | \$0 | \$0 | \$599,994 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | \$44,962 | | | | | | | | | \$44,962 |
| 17b. CASA (Used as Match) | | | | | | | | | | \$0 |
| 18a. SUA Grants | | | | \$201,304 | | | | | | \$201,304 |
| 18b. Special Award | | | | | | | | | | \$0 |
| 18c. Care Management | \$353,728 | | | | | | | | | \$353,728 |
| 18d TOTAL SUA COST | \$398,690 | \$0 | \$0 | \$201,304 | \$0 | \$0 | \$0 | \$0 | \$0 | \$599,994 |

Sen. Comp. units are reported under volunteerism/stipend in NAMIS

| | | | | | | | | | |
|--------------------------|----------|---------|---------|-----------|---------|---------|---------|---------|---------|
| Projected Units | 7,411 | - | - | 300 | - | - | - | - | - |
| Gross Cost Per Unit (9) | \$ 54.00 | #DIV/0! | #DIV/0! | \$ 671.01 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Match Per Unit (16b) | \$ - | #DIV/0! | #DIV/0! | \$ - | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Total SUA Per Unit (18d) | \$ 53.80 | #DIV/0! | #DIV/0! | \$ 671.01 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

| BUDGET - Title VII Ombudsman | | | | | | | | | | |
|-------------------------------|----------------------------------|-------------|------------|------------|------------|------------|------------|------------|------------|-----------------|
| | 27. Ombudsman (1 activity) | Elder Abuse | | | | | | | | TOTAL |
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$17,956 | | | | | | | | | \$17,956 |
| 2. Travel | \$7,931 | | | | | | | | | \$7,931 |
| 3. Print & Supp. | \$1,300 | | | | | | | | | \$1,300 |
| 4. Equipment | \$0 | | | | | | | | | \$0 |
| 5. Build Space | \$0 | | | | | | | | | \$0 |
| 6. Comm. & Utilit. | \$660 | | | | | | | | | \$660 |
| 7. Other | \$150 | | | | | | | | | \$150 |
| 8a. Raw Food | | | | | | | | | | \$0 |
| 8b. Contractual | | | | | | | | | | \$0 |
| 9. GROSS COST | \$27,997 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,997 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | | | | | | | | | | \$0 |
| 11a. Title XX/Medicaid | | | | | | | | | | \$0 |
| 11b. NSIP | | | | | | | | | | \$0 |
| 12a. Income Cont./Fees | | | | | | | | | | \$0 |
| 12b. TOTAL NON-MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 13. ACTUAL COST | \$27,997 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,997 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | | | | | | | | | | \$0 |
| 14b. Local Public (In-Kind) | | | | | | | | | | \$0 |
| 15. Local Other (In-Kind) | | | | | | | | | | \$0 |
| 15a. Local Other-Cash | | | | | | | | | | \$0 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 16b. Cost Less Match | \$27,997 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,997 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | \$1,523 | | | | | | | | | \$1,523 |
| 17b. CASA (Used as Match) | | | | | | | | | | \$0 |
| 18a. Reservation | \$26,474 | | | | | | | | | \$26,474 |
| 18b. Special Award | | | | | | | | | | \$0 |
| 18c. Care Management | | | | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$27,997 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$27,997 |

| | | | | | | | | | |
|--------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|
| Projected Units | 800 | - | - | - | - | - | - | - | - |
| Gross Cost Per Unit (9) | \$ 35.00 | #DIV/0! |
| Match Per Unit (16b) | \$ - | #DIV/0! |
| Total SUA Per Unit (18d) | \$ 35.00 | #DIV/0! |

| FY 2017 BUDGET - Other Programs (not funded by SUA) | | | | | | | | | | |
|---|-----------------|------------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| | SCO Screening | Medicaid Waiver | | | | | | | | TOTAL |
| COST CATEGORIES | | | | | | | | | | |
| 1. Personnel | \$40,454 | \$613,405 | | | | | | | | \$653,859 |
| 2. Travel | \$5,108 | \$52,623 | | | | | | | | \$57,731 |
| 3. Print & Supp. | \$836 | \$8,848 | | | | | | | | \$9,684 |
| 4. Equipment | \$240 | \$5,400 | | | | | | | | \$5,640 |
| 5. Build Space | \$1,965 | \$22,928 | | | | | | | | \$24,893 |
| 6. Comm. & Utilit. | \$1,744 | \$14,416 | | | | | | | | \$16,160 |
| 7. Other | \$1,916 | \$24,628 | | | | | | | | \$26,544 |
| 8a. Raw Food | | | | | | | | | | \$0 |
| 8b. Contractual | | | | | | | | | | \$0 |
| 9. GROSS COST | \$52,263 | \$742,248 | \$0 | \$794,511 |
| NON-MATCHING | | | | | | | | | | |
| 10. Other Funding | | | | | | | | | | \$0 |
| 11a. Title XX/Medicaid | \$52,263 | \$742,248 | | | | | | | | \$794,511 |
| 11b. NSIP | | | | | | | | | | \$0 |
| 12a. Income Cont./Fees | | | | | | | | | | \$0 |
| 12b. TOTAL NON-MATCH | \$52,263 | \$742,248 | \$0 | \$794,511 |
| 13. ACTUAL COST | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| MATCH | | | | | | | | | | |
| 14a. Local Public (Cash) | | | | | | | | | | \$0 |
| 14b. Local Public (In-Kind) | | | | | | | | | | \$0 |
| 15a. Local Other (In-Kind) | | | | | | | | | | \$0 |
| 15b. Local Other-Cash | | | | | | | | | | \$0 |
| 16a. TOTAL LOCAL MATCH | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 16b. Cost Less Match | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| FUNDING | | | | | | | | | | |
| 17a. CASA | | | | | | | | | | \$0 |
| 17b. CASA (Used as Match) | | | | | | | | | | \$0 |
| 18a. Reservation | | | | | | | | | | \$0 |
| 18b. Special Award | | | | | | | | | | \$0 |
| 18c. Care Management | | | | | | | | | | \$0 |
| 18d. TOTAL SUA COST | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| | | | | | | | | | |
|--------------------------|-----------|-----------|---------|---------|---------|---------|---------|---------|---------|
| Projected Units | 308.96 | 3,668.86 | - | - | - | - | - | - | - |
| Gross Cost Per Unit (9) | \$ 169.16 | \$ 202.31 | #DIV/0! |
| Match Per Unit (16b) | \$ - | \$ - | #DIV/0! |
| Total SUA Per Unit (18d) | \$ - | \$ - | #DIV/0! |

FY 2017 AREA PLAN ADMINISTRATION NARRATIVE

\$14,668 III-B Budgeted Amount

\$4,194 III-C(1) Budgeted Amount

\$2,796 III-C(2) Budgeted Amount

\$2,967 III-E Budgeted Amount

Description of area plan administration:

The Northeast Nebraska Area Agency on Aging provides administrative activities that include the preparation of an area plan, as well as planning, development and coordination of existing and new services. Also included is a comprehensive evaluation of activities carried out under the area plan, and the evaluation of subrecipients and subgrantees who serve as local community focal points. Considerable emphasis is placed on providing high quality services in the most efficient and effective manner possible.

Administrative activities also seek to provide assurance of adequate qualified agency staff, review of agency policies, and the provision of technical assistance. Also included is group subrecipient training, and advocacy on behalf of older adults in Northeast Nebraska.

Administrative activities include traveling to senior centers to meet with center managers, center boards of directors, and program participants; as well as contacts with our legal service, and various other service providers and partners.

The Northeast Nebraska Area Agency on Aging Advisory Board and Governing Board are utilized regularly to establish priorities. The Agency Planning Committee also assists with the planning and preparation of the annual area plan.

**AREA AGENCY ON AGING
COST ITEMIZATION**

Equipment/Capital Expenditures** - Provide Cost Itemization of items costing \$5,000 or more.*

*Equipment means the net invoice price of equipment including any attachments, accessories, modifications or auxiliary apparatus necessary to make it usable for the purpose of which it is acquired.

In this submission of the NENAAA FY'17 Area Plan, there is no planned expenditure of individual items costing \$5,000 or more.

** Capital expenditures includes data processing, purchase, renovation or construction.

| AAA | County | Center Name | Address | City | State | Zip | Phone | Days / Hours | Site Mgr | Center Dir | Direct or Contract Center | E-Mail | Congregate Meals | Other Services Provided | Bilingual staff? | Active Center? | Food Prepared Dishes washed | Food Delivered Dishes washed | Food Delivered Disposable dishes | No AoA Funding | Home Delivered Meals | Other Services Provided |
|--------|----------|---|---|--------------------|-------|-------|--------------------|--|------------------------------|------------|---------------------------|------------------------------|------------------|-------------------------|------------------|----------------|-----------------------------|------------------------------|----------------------------------|----------------|----------------------|-------------------------|
| NENAAA | Antelope | Elgin Senior Center | 124 S 2nd Street P.O. Box 12 | Elgin | NE | 68636 | (402) 843-5757 | M-F 8:00-3:30 | Tina Spaans | | Contract | elginseniorcenter@gpcom.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Antelope | Neligh Senior Center | 204 Main Street P.O. Box 2 | Neligh | NE | 68756 | (402) 887-4330 | M-F 8:00-4:00 | Ruth Ann Rodgers | | Contract | nelighcenter@gpcom.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Boone | Albion Senior Center | 521 West Church Street | Albion | NE | 68620 | (402) 395-6886 | M-F 8:00-4:00 | Lisa Hallberg | | Contract | albionseniorcenter@gmail.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Boone | Beaver Valley Senior Center | 308 Beaver Street P.O. Box 228 | St. Edward | NE | 68660 | (402) 678-3455 | M-F 8:00-4:00 | Kim Johnson | | Contract | bvsc@gpcom.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Boone | Cedar Rapids Senior Center | 306 West Main Street P.O. Box 192 | Cedar Rapids | NE | 68627 | (308) 358-0311 | M-F 8:30-1:30 | Joan Burney - Brd President | | Contract | crscenter@gpcom.net | Yes | Yes | No | Yes | No | Yes | No | | No | |
| NENAAA | Boyd | Boyd County Senior Center | 107 Thayer Street P.O. Box 294 | Spencer | NE | 68777 | (402) 589-1291 | M-F 8:00-4:00 | "Open" | | Contract | bcsco@nntc.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Brown | Community Senior Center, Inc. | 234 West 2nd Street 823 S. Broadway Street P.O. Box 43 | Ainsworth | NE | 69210 | (402) 387-0777 | M-F 8:00-4:00 | Heather Stec | | Contract | srcenter@threeriver.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Burt | Decatur Senior Center | Golden Oaks Senior Center | Decatur | NE | 68020 | (402) 349-5525 | M-F 8:00-3:00 | Jackie Anderson | | Contract | decatursenior@huntel.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Burt | Golden Oaks Senior Center | 406 North Oakland Ave. | Oakland | NE | 68045 | (402) 685-5146 | M-F 9:00-4:00 | Jami Method | | Contract | golden@abbnebraska.com | No | Yes | No | Yes | No | No | No | | No | |
| NENAAA | Burt | Happy Days Senior Center | 115 Main Street P.O. Box 261 | Lyons | NE | 68038 | (402) 687-2332 | M-F 8:00-3:00 | Ruth Cole | | Contract | happydays@huntel.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Burt | Orville & Willa Chatt Senior Center | 1124 South 13th Street | Tekamah | NE | 68061 | (402) 374-2570 | M-F 8:00-5:00 | Jim Ball | | Contract | chattcenter@abbnebraska.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Cedar | Hartington Senior Center | 112 W Main P.O. Box 583 | Hartington | NE | 68739 | (402) 254-6698 | M-F 8:00-4:00 | Deb Heine | | Contract | hartsenctr@hartel.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Cedar | Laurel Senior Center | 200 Elm Street P.O. Box 124 | Laurel | NE | 68745 | (402) 256-3990 | M-F 8:00-4:00 | Carolyn Sherry | | Contract | lsc@abbnebraska.com | No | Yes | No | Yes | No | No | No | | No | |
| NENAAA | Cedar | Parkview Haven Care Center (Nursing home) | 309 N Madison | Coleridge | NE | 68727 | (402) 283-4224 | | Brenda Lage | | Contract | pvnhh@nntc.net | No | | No | | No | No | Yes | | Yes | |
| NENAAA | Cedar | Randolph Senior Center | 104 W Broadway P.O. Box 484 | Randolph | NE | 68771 | (402) 337-1430 | M-F 7:30-4:00 | Amy Grahm | | Contract | randolphsc@cableone.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Cherry | Merriman Senior Center | 201 South Mills P.O. Box 63 | Merriman | NE | 69218 | (308) 684-3356 MST | M-F 10:00-2:00 | Rose Chappell | | Contract | merrimancenter@yahoo.com | Yes | | No | Yes | Yes | No | No | | No | |
| NENAAA | Cherry | Valentine Area Senior Center | 322 North Macomb | Valentine | NE | 69201 | (402) 376-1400 | M-F 8:00-4:00 3rd Thursday noon - 8:00 | Ellen Froning | | Contract | vsc@valentinesc.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Colfax | Colfax County Senior Center | 124 East 12th Street | Schuyler | NE | 68661 | (402) 352-5008 | M-F 8:00-5:00 | Joan Kluck | | Contract | colfaxsencenter@gmail.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Colfax | Grain Bin (not a Senior Center) | 232 Center Street | Howells | NE | 68641 | (402) 986-1624 | M-Sat 10:00-1:00 a.m | Rich Mundil | | Contract | richmundil@yahoo.com | Yes | No | No | No | Yes | No | Yes | | Yes | |
| NENAAA | Colfax | Pine Street Pub (not a Senior Center) | 247 Pine Street | Clarkson, NE 68629 | NE | 68629 | (402) 892-3857 | M-Sat 10:00-1:00 a.m. | Casey Baumert | | Contract | caseybaumert@gmail.com | Yes | No | No | No | Yes | No | Yes | | Yes | |
| NENAAA | Cuming | Bancroft Senior Center | 215 North Main Street P.O. Box 87 | Bancroft | NE | 68004 | (402) 648-3387 | M-F 8:30-5:00 | Connie Bargmann | | Contract | bansc@gpcom.net | No | Yes | No | Yes | No | No | No | | No | |
| NENAAA | Cuming | Beemer Senior Center | 213 Main Street P.O. Box 524 | Beemer | NE | 68716 | (402) 528-3377 | M-F 8:00-3:00 | Joan Jones | | Contract | beemerseniorcenter@gpcom.net | Yes | Yes | No | Yes | No | Yes | No | | Yes | |
| JENAAA | Cuming | Sunshine Senior Center | 140 West Bridge Street P.O. Box 327 | West Point | NE | 68788 | (402) 372-3800 | M-F 8:00-5:00; 2nd and 4th Thurs. 12:00-9:00 | Diane White | | Contract | sunshineinc00@hotmail.com | Yes | Yes | No | Yes | No | Yes | No | | No | |
| JENAAA | Cuming | Wisner Community Senior Citizens | 1006 Avenue E P.O. Box 66 | Wisner | NE | 68791 | (402) 529-3252 | M-F 7:00-3:30; 2nd and 4th Tues 12:00-9:00 | Kay Breitkrutz | | Contract | srcenter@gpcom.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| ENAAA | Dakota | Northeast Nebraska Senior Citizens Center | 1501 West 29th Street | South Sioux City | NE | 68776 | (402) 494-1500 | M-F 8:00-4:00 | Tom Rich | | Contract | seniorcenter@longlines.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| ENAAA | Dixon | Allen Senior Center | 106 1/2 East 2nd Street P.O. Box 99 | Allen | NE | 68710 | (402) 635-2284 | M-F 7:00-2:00 | Debra Meyer | | Contract | allcenter@nntc.net | Yes | Yes | No | Yes | Yes | No | No | | No | |
| ENAAA | Dixon | Concord-Dixon Senior Center | 205 Lincoln Street P.O. Box 53 | Concord | NE | 68728 | (402) 584-2320 | M-F 8:00-5:00 | Kay Stohler - Brd. President | | Contract | rstohler@nntc.net | No | Yes | No | Yes | No | No | No | | No | |

NENAAA 04-01-16 Centers

| AAA | County | Center Name | Address | City | State | Zip | Phone | Days / Hours | Site Mgr | Center Dir | Direct or Contract Center | E-Mail | Congregate Meals | Other Services Provided | Bilingual Staff? | Active Center? | Food Prepared Dishes washed | Food Delivered Dishes washed | Food Delivered Disposable Dishes | No AOA Funding | Home Delivered Meals | Other Services Provided |
|--------|----------|--|--|-----------|-------|-------|----------------|---------------|---------------------|------------|---------------------------|---------------------------------|------------------|-------------------------|------------------|----------------|-----------------------------|------------------------------|----------------------------------|----------------|----------------------|-------------------------|
| NENAAA | Dixon | Heritage of Emerson (Nursing Home) | 607 Nebraska | Emerson | NE | 68733 | (402) 695-2683 | | Roberta Sorensen | | Contract | rsorensen@vhsmail.com | No | | No | | No | No | Yes | | Yes | |
| NENAAA | Dixon | Ponca Senior Center | 105 East Street P.O. Box 444 | Ponca | NE | 68770 | (402) 755-4180 | M-F 8:00-4:00 | Deb Gibbs | | Contract | p_seniorcenter@gpcom.net | No | Yes | No | Yes | No | No | No | | No | |
| NENAAA | Holt | Atkinson Senior Center | 109 W State Street P.O. Box 58 | Atkinson | NE | 68713 | (402) 925-5827 | M-F 7:30-3:30 | Laura Vanderbeek | | Contract | atkseniorcenter@telebeep.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Holt | O'Neill Golden Age Center | 307 South 4th Street 1008 West 2nd Street P.O. Box 175 | O'Neill | NE | 68763 | (402) 336-4338 | M-F 9:00-4:00 | Pat Wallen-Bakerink | | Contract | osc@threeriver.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Knox | Crofton Senior Center | 108 Spirit Lake Ave W. Route 2 P.O. Box 5112 | Crofton | NE | 68730 | (402) 388-2365 | M-F 8:00-3:00 | Sandy Truman | | Contract | croftonscenter@gpcom.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Knox | Santee Senior Center | 108 Spirit Lake Ave W. Route 2 P.O. Box 5112 | Niobrara | NE | 68760 | (402) 857-2706 | M-F 8:00-4:30 | Lori Hoffman | | Contract | lvonne68760@yahoo.com | Yes | | No | Yes | Yes | No | No | | No | |
| NENAAA | Madison | Northside Community Center | 512 North Main | Madison | NE | 68748 | (402) 454-3927 | M-F 8:00-3:00 | "Open" | | Contract | madcenter@cableone.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Madison | Norfolk Senior Center | 307 Prospect Ave. | Norfolk | NE | 68701 | (402) 371-8299 | M-F 8:00-4:00 | Vicki Goeken | | Contract | seniorcenter@conpoint.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Nance | Fullerton Area Senior Center | 903 Broadway Street P.O. Box 632 | Fullerton | NE | 68638 | (308) 536-2123 | M-F 8:00-3:30 | Sandy VanDeWalle | | Contract | fullertonseniorcenter@yahoo.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Nance | Pawnee Senior Center | 115 N Oak Street P.O. Box 189 | Genoa | NE | 68640 | (402) 993-6002 | M-F 8:30-3:30 | Tim Mohrmann | | Contract | pawneeseniorcenter@hotmail.com | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Pierce | Pierce Senior Citizens | 107 West Main | Pierce | NE | 68767 | (402) 329-6741 | M-F 8:00-3:00 | Donna Zierke | | Contract | seniorcenter@picnet.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Pierce | Plainview Senior Service Center | 108 South Maple Street P.O. Box 206 | Plainview | NE | 68769 | (402) 582-4964 | M-F 8:00-3:00 | Diane Elwood | | Contract | niteowl@plwvtelco.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Platte | Community (Columbus) Senior Center | 3111 19th Street Box 20 | Columbus | NE | 68601 | (402) 563-4444 | M-F 8:00-4:00 | Cindy Branting | | Contract | CynthiaB@ccomaha.org | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Rock | Rock County Senior Center | 204 Clark Street P.O. Box 59 | Bassett | NE | 68714 | (402) 684-2295 | M-F 7:00-3:00 | Kathy Malone | | Contract | rscmrbassett@hunte.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Stanton | Pilger Senior Citizens | In Care of: Joan Tiedtke 120 W 4th Street | Pilger | NE | 68768 | (402) 396-1138 | M-F 8:00-2:00 | Nancy Mattson | | Contract | joantiedtke@yahoo.com | Yes | Yes | No | Yes | No | No | Yes | | No | |
| NENAAA | Stanton | Stanton Health Center (Nursing facility) | 301 17th Street P.O. Box 407 | Stanton | NE | 68779 | (402) 439-2111 | | Cheryl Luedtke | | Contract | adm@stantonhealthcenter.com | No | | No | | No | No | Yes | | Yes | |
| NENAAA | Thurston | Walthill Senior Center | 101 North Hayden Street P.O. Box 411 | Walthill | NE | 68067 | (402) 846-5738 | M-F 8:00-2:30 | "Open" | | Contract | waltsenctr@hunte.net | Yes | Yes | No | Yes | Yes | No | No | | Yes | |
| NENAAA | Thurston | Winnebago Senior Center | Beck & Bluff Street P.O. Box 687 | Winnebago | NE | 68071 | (402) 878-2487 | | Janet Bird | | Contract | janet_bird@winnebagoTribe.com | Yes | | No | Yes | Yes | No | No | | No | |
| NENAAA | Wayne | Wayne Multi-Purpose Center | 410 North Pearl Street | Wayne | NE | 68787 | (402) 375-1460 | M-F 9:00-5:00 | Diane Bertrand | | Contract | dbertrand@cityofwayne.org | Yes | Yes | No | Yes | No | Yes | No | | Yes | |

Section F Disaster Plans

Section A.3. Administrative

Only submit these documents if they have changed since the Area Plan FY16, or 5-Year Plan submissions:

- a. Governing Board and Advisory Board by-laws
- b. Conflict of Interest Statement / Declaration for Board Members
- c. Advisory members, Staff, and volunteers
- d. A sample Senior Center disaster plan
- e. Disaster Plan for the Area Agency on Aging
- f. Sample contract/s used with services not directly provided by employees and volunteers of the agency.

| Section A. 3. | Document Title | Most Recent Submission | No Change / Included |
|----------------------|--|-------------------------------|-----------------------------|
| A.3.a.1. | Governing Board by-laws | 4/1/2015 | No Change |
| A.3.a.2. | Advisory Board by-laws | 4/1/2016 | Included |
| A.3.b.1. | Conflict of Interest Statement | 4/1/2015 | No Change |
| A.3.b.2. | Declaration for Board Members | 4/1/2015 | No Change |
| A.3.c.1. | Advisory members list | 4/1/2016 | Included |
| A.3.c.2. | Staff list | 4/1/2016 | Included |
| A.3.c.3. | Governing Board members | 4/1/2016 | Included |
| A.3.d. | Sample Senior Center disaster plan | 4/1/2016 | Included |
| A.3.e. | Disaster Plan for the Area Agency on Aging | 4/1/2015 | No Change |
| A.3.f. | Sample contract | 4/1/2016 | Included |

DIRECT DELIVERY SERVICE FY 2017-2019

In accordance with Section 307 (a) (8)(A) and 306 (b) of the Older Americans Act, the Northeast Nebraska Area Agency on Aging Requests delivery of the following services:

| Service | Location (Cities/Counties) |
|-------------------------------------|---------------------------------|
| Health Promotion/Disease Prevention | All 22 counties in service area |
| | |
| | |
| | |

Justification/Reason for Request (must select one):

- 1. Assure an Adequate Supply of Services (Supporting documentation included)
- 2. Services Related to the Area Agency on Aging’s Administrative Function (A written explanation included)
- 3. Provide Services of Comparable Quality More Economically (Supporting documentation included)
- 4 The waiver request is ongoing from year to year. A Request for Proposal was issued Date RFP published

Approval of the 2017-2019 Area Plan includes granting of the requested waiver.

Notice of Public Hearing

A public hearing will be conducted at the Northeast Nebraska Area Agency on Aging (NENAAA) for the purpose of receiving public comment concerning options in the community for providing delivery of Health Promotion/Disease Prevention for fiscal years 2017-2019. The Northeast Nebraska Area Agency on Aging provides these services to assure an adequate supply of service. The public hearing will be held at the NENAAA office, 119 West Norfolk Ave, Norfolk, NE 68701 at 10:00 a.m. February 24, 2016 at which time all persons interested will be heard. Written comments must be received by February 22, 2016 to the Northeast Nebraska Area Agency on Aging, 119 Norfolk Avenue, Norfolk, NE 68701 to become part of the hearing record. Comments/proposals will also be received from interested entities for the provision of the above services. Comments received will be submitted to the State Unit on Aging, Nebraska Department of Health and Human Services.

AFFIDAVIT OF PUBLICATION

State of Nebraska }
Brown County } SS:

Notice of Public Hearing

A public hearing will be conducted at the Northeast Nebraska Area Agency on Aging (NENAA) for the purpose of receiving public comment concerning options in the community for providing delivery of Health Promotion/Disease Prevention for fiscal years 2017-2019. The Northeast Nebraska Area Agency on Aging provides these services to assure an adequate supply of services. The public hearing will be held at the NENAAA office, 119 West Norfolk Ave., Norfolk, NE 68701 at 10:00 a.m. February 24, 2016 at which time all persons interested will be heard. Written comments must be received by February 22, 2016 to the Northeast Nebraska Area Agency on Aging, 119 Norfolk Avenue, Norfolk, NE 68701 to become part of the hearing record. Comments/proposals will also be received from interested entities for the provision of the above services. Comments received will be submitted to the State Unit on Aging, Nebraska Department of Health and Human Services.

16238-7 ZNEZ

Matthew Esterly, being first duly sworn, on his oath deposes and says: that he is an employee of the AINSWORTH STAR-JOURNAL, a legal newspaper under the statutes of the State of Nebraska, printed and published weekly in Ainsworth, Brown County, Nebraska, and of general circulation in said county; that affiant has personal knowledge of the fact that the annexed notice, as per clipping attached, was published and printed in said newspaper in regular issues thereof on the following dates, to wit:

February 17, 2016
_____, 2016
_____, 2016
_____, 2016
_____, 2016

Matthew Esterly

Publisher or Foreman

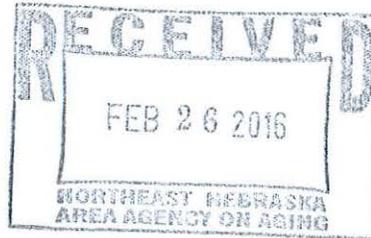
17 day of February, 2016

Kathy Swinell

Notary Public

My Commission Expires

Fees: \$13.10



COLUMBUS TELEGRAM

P.O. Box 648

Columbus, NE 68602-0648

(402)5642741

(800)279-1123

AFFIDAVIT OF PUBLICATION

NOTICE OF PUBLIC HEARING

A public hearing will be conducted at the Northeast Nebraska Area Agency on Aging (NENAAA) for the purpose of receiving public comment concerning options in the community for providing delivery of Health Promotion/ Disease Prevention for fiscal years 2017-2019. The Northeast Nebraska Area Agency on Aging provides these services to assure an adequate supply of service. The public hearing will be held at the NENAAA office, 119 West Norfolk Ave., Norfolk, NE 68701 at 10:00 a.m. February 24, 2016 at which time all persons interested will be heard. Written comments must be received by February 22, 2016 to the Northeast Nebraska Area Agency on Aging, 119 Norfolk Avenue, Norfolk, NE 68701 to become part of the hearing record. Comments/ proposals will also be received from interested entities for the provision of the above services. Comments received will be submitted to the State Unit on Aging, Nebraska Department of Health and Human Services.

02:11:16

State of Nebraska }
Platte County } SS

John DiMambro, being first duly sworn, deposes and says that he is the Advertising Manager of the Columbus Telegram, a legal newspaper, having a bona fide subscription list and circulation of more than three thousand copies each day; that said newspaper is published in whole or in part in an office maintained in Columbus, in said county; that the whole of the printed matter therein is in the English language; that same has been published for more than fifty-two consecutive weeks immediately prior to the first date of publication stated in this affidavit; that the advertisement, or notice, a true and correct printed copy of which is hereto attached was printed in each, and in all of each of the regular editions, (and not in supplement) of said paper for successive weeks, more particularly stated as follows:

In the issue of:

February 11, 2016

Printer's Fee, \$ 13.46

[Signature]
Subscribed and sworn to before me this _____ day of _____, 2016

State of Nebraska - General Notary
TRACY G. GRIFFIN
My Commission Expires
March 11, 2018

(SEAL)

[Signature]
Notary Public

Order No. _____

RECEIVED
FEB 17 2016
NORTHEAST NEBRASKA
AREA AGENCY ON AGING 119-

Norfolk Daily News

OWNED BY THE HUSE PUBLISHING COMPANY
NORFOLK, NEBRASKA
Federal ID #47-0197190

PROOF OF PUBLICATION

THE STATE OF NEBRASKA
Madison County

Debbie Warneke, being first duly sworn on oath says that she is the Business Manager of **The Huse Publishing Company**, a corporation, publishers of the **Norfolk Daily News**, a legal daily newspaper published at Norfolk, Madison County, Nebraska, and of general circulation in said county; that a notice entitled

Notice of Public Hearing
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Health Promotion/Disease Prevention; true copy of which, as printed in said paper, is hereto attached and made a part hereof, was published in the issue of said paper for one time, the publication being **February 11, 2016**; that said newspaper was published daily in the City of Norfolk within said County for more than 52 consecutive weeks immediately prior to the commencement of the publication of said notice and every week consecutively since that time; and during all of said time said newspaper had a bona fide circulation of more than 300 copies daily and was printed wholly in the English language and in whole or in part in an office maintained by the publisher at said place of publication.

Debbie Warneke

Subscribed and sworn to before me this 11 day of February, 2016

Lori J. Brummels
Notary Public

28 Lines \$ 14.40
Clip Fee \$
Proof of Publication \$
Prepayment \$
Balance Due \$ 14.40

GENERAL NOTARY - State of Nebraska
LORI J. BRUMMELS
My Comm. Exp. October 4, 2019

RECEIVED
FEB 16 2016
NORTHEAST NEBRASKA
AREA AGENCY ON AGING

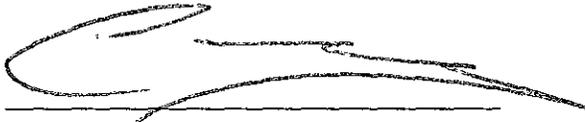
AFFIDAVIT OF PRINTER

State of Nebraska, County of Dakota-ss.

I, Chris Rhoades, Associate Publisher of the Dakota County Star, a legal newspaper printed and published weekly at South Sioux City, Dakota County, Nebraska, do solemnly swear that a copy of the notice, as per clipping attached, was published weekly in the regular and entire issue of said newspaper and not in supplement thereof, for one week dated

February 11, 2016

and that said newspaper is a legal newspaper under the Statutes of the State of Nebraska.

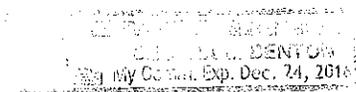

Associate Publisher

| | | |
|---------------------|----|-----------------------------|
| Copies..... | \$ | <u> </u> |
| Printer's Fees..... | \$ | <u>17.49</u> |
| Affidavit..... | \$ | <u>3.00</u> |
| Total | \$ | <u>20.49</u> |

Subscribed and sworn to before me this

11 day of February, 2016

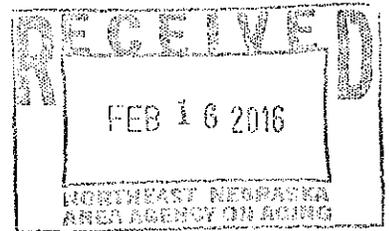

Notary Public



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ZNEZ 2/11



(seal)

**Northeast Nebraska Area Agency on Aging
Public Hearing Agenda
February 24, 2016**

1. Call to Order
2. Purpose of Hearing
3. Overview of the Agency
4. Review of Current Plan
5. FY' 2017-19 Area Plan
6. Direct Service Waivers
 - a. Health Promotion/Disease Prevention
7. Other
8. Adjourn

Northeast Nebraska Area Agency on Aging Public Hearing

Purpose of Hearing:

The purpose of the public hearing is to receive public comment concerning options in the community for providing delivery of service for Health Promotion/Disease Prevention.

Comments/proposals will also be received from interested entities for the provision of Health Promotion/Disease Prevention.

This service is currently being provided directly by the Northeast Nebraska Area Agency on Aging (NENAAA).

Overview of the Agency:

(Utilize Agency brochure)

Review of Current Plan:

In FY'16, NENAAA has a total budget of \$6,273,353 with funds providing services for Title III C1 Congregate Meals, Title III C2 Home-Delivered Meals, Title III B Supportive Services, Title III D Health Promotion/Disease Prevention, Title III E Family Caregiver Support, Care Management, Ombudsman, SHIP, SMP, Senior Care Options and the Aged and Disabled Medicaid Waiver Program.

Review of the FY'17-19 Area Plan:

(Utilize FY'17-19 Planning Committee Recommendations)

The 2017-2019 area plan is in the process of being developed as it is due to the State Unit on Aging by May 1, 2016. We received the reservation table, the CASA funding was increased by \$18,068. The care management funding was increased by \$6,936 for FY'17.

Direct Service Waivers:

Health Promotion/Disease Prevention:

Health promotion/Disease Prevention is evidence based health promotion programs led by a trained instructor. The Agency has two staff trained in the Living Well and Powerful Tools for Caregivers programs. We will conduct one Powerful Tools for Caregiver program and one Living Well program in communities interested in the programs.

OtherAdjourn

**Planning Committee
January 21, 2016
Recommendations for the FY 2017 Annual Area Plan
By Director and Agency Staff**

The Agency received the FY 2017 Area Plan instructions from the Nebraska Department of Health and Human Services, State Unit on Aging.

The Area Plan instructions are different this year. Legislative changes are necessary to match Nebraska's statutes and area plan timing with federal requirements. Federal requirements involve Area Agencies on Aging to submit 2, 3 or 4 year plans. Nebraska statute reflects five year plans and annual plans. With the fiscal year 2017-2019 Area Plan, Area Agencies on Aging will combine their previous multi-year plan with their Annual Plan and submit one document. In the interim years, fiscal years 2018 and 2019, only annual budget updates and composite service numbers will be submitted.

The following is the current funding allocation, we are using this information to begin the FY'17 budget process:

| | |
|---|------------------------------------|
| Title III B Supportive services | \$296,015 |
| Title III C1 Congregate meals | \$400,200 |
| Title III C2 Home-delivered meals | \$187,099 |
| Title III D Health Promotion | \$ 12,016 |
| Title III E Family caregiver support | \$160,270 |
| CASA State funding | \$993,673 + \$18,068 = \$1,011,741 |
| CMU Care Management | \$346,792 + \$6,936 = \$353,728 |
| Medicaid Waiver Service coordination | budget 340 clients per month |
| Senior Care Options Pre-admission screening | budget 30 screens per month |
| Title VII Ombudsman | \$26,474 |
| SHIP Senior Health Insurance Information Program | \$28,064 |
| SMP Senior Medicare Patrol | \$21,555 |

Recommendations

A. Meal reimbursement rates-III C to Senior Centers

Title IIIC funding to Senior Centers will be based on their ten month year to date average, January-October 2015. Senior Centers receive reimbursement on an eligible per meal basis.

The Agency recommends keeping the reimbursement rate the same for eligible meals for fiscal year 2017. Because some centers served fewer meals, the funds allocated to them will be less with the reimbursement rate remaining the same. Centers that served more meals will be allocated more funding.

The Agency recognizes that larger Centers have a greater population base. These Centers have a better opportunity to achieve unit cost savings through producing more meals.

| | Population | # of centers | C-1 rate | C-2 rate |
|---------|-------------------|--------------|----------|----------|
| Group 1 | 1000 & up | 3 | \$1.88 | \$2.47 |
| Group 2 | 500 to 999 | 5 | \$1.98 | \$2.57 |
| Group 3 | 100 to 499 | 27 | \$2.07 | \$2.67 |
| Group 4 | 99 and below | 3 | \$2.15 | \$2.72 |
| Group 5 | Tribes | 2 | \$1.95 | \$2.67 |
| | Merriman | 1 | \$2.75 | |
| | Park View | 1 | | \$2.43 |
| | Stanton | 1 | | \$2.43 |
| | Emerson | 1 | | \$2.43 |
| | Howells, Clarkson | 2 | \$2.43 | \$2.43 |

B. Minutes per Meal/Raw Food/Gross Cost

Recommend keeping the minutes per meal at 12. Senior Centers have done an excellent job at keeping their minutes per meal below the 12 minutes per meal, (the food industry is 8), and this will only make their nutrition program more efficient. The four month average is 9.93.

The Agency recommends the guideline of keeping the raw food cost under \$2.10 per meal. The four month average is \$2.10 for all Senior Centers.

The Agency also looks at the gross cost per meal at Senior Centers as this is the amount the person under age 60 would pay for the meal. The four month average is \$7.78.

C. Supportive Services- III B to Senior Centers

The Administration on Aging and the State Unit on Aging continue to monitor units of service. Senior Centers are encouraged to provide as many services as needed in their communities.

With the required documentation, Senior Centers receive reimbursement for the defined unit of service provided for transportation, assisted transportation, nutrition education, information & assistance, outreach, health education, financial counseling, health clinic, durable medical equipment, information and supportive services.

Information is a new service in the taxonomy. This was previously called Public Information. It is the dissemination of information to the public at large. Items counted as Information services would include publications, television and radio commercial, brochures and billboard signs. Example: If you are doing an aging PSA in the newspaper, each time it runs is 1 activity. If it runs 4 times and the newspaper circulates 1,000 papers a day, you would note quantity of 4 and 1000 for numbers served.

With this being the seventh year with reimbursement on a per unit basis, we have history on units of service provided. We will include the Neligh Senior Center to provide Title III B services and receive reimbursement. The Agency recommends keeping the reimbursement rates the same for the III B services.

D. Legal Services- III B

Legal Services is a priority service. The Agency contracts with Nebraska Legal Aid Services. Currently budget \$27,000 for Legal Services and \$7,000 for Minority Legal Services. Senior Centers in our service area are to receive one visit within a fiscal year for presentation information and one-on-one assistance. Seniors needing legal assistance are encouraged to utilize the ElderAccessLine. The Agency also receives the units of service from the ElderAccessLine in our service area.

Recommend keeping the contract amount to Legal Aid and Minority Legal Services the same. We are exploring the possibility of funding the ElderAccessLine and Minority Legal Services.

E. In-Home services- III B & III E

The in-home services the Agency allocates funding is under the definition of "Self-Directed Care". This is a range of services provided or paid for through allowance, vouchers, or cash which are provided to the client so that the client can obtain the supportive services which are needed.

Currently budget \$146,060 for personal care, housekeeping, chore (self-directed care) and emergency response system (lifeline) services with III B dollars.

The Family Caregiver Support program (III E) funds in-home services to assist the caregiver. Currently we budget \$71,275 for respite (self-directed care) and \$57,800 for emergency response system services.

The definition of III-E caregiver respite care and supplemental services states that the care recipient must be unable to perform at least 2 ADL's without substantial human

assistance or has a cognitive or other mental impairment. We will work to keep as much funding allocated to in-home services.

F. Family Caregiver Support-III E

Services provided with III E funding include: 1. Information to caregivers about services 2. Assistance- a full-time care management staff for caregivers and information and assistance to caregivers. 3. Support group/counseling/training-a). We have eleven Senior Centers that have established support groups: Ainsworth, Norfolk, West Point, Bancroft, Crofton, O'Neill, Tekamah, Albion, Oakland, Valentine and Columbus. Albion has decided to no longer provide this service, we are considering Atkinson as our next support group. b). Assist the caregiver in making decisions and solving problems due to caregiver role and c). Training. 4. Respite-provides support to the caregiver and 5. Supplemental services-emergency response system services.

G. Health Promotion/Disease Prevention- III D

Health promotion/disease prevention services are evidence based health promotion programs lead by a trained instructor. We have staff trained in Living Well, Healthy Eating and Powerful Tools for Caregivers. All classes are 6 to 7 weeks that will be provided in various communities in our service area. Funding for this service was reduced significantly this fiscal year so we have reduced the number of classes we will provide. We will have one Living Well class and one Powerful Tools for Caregivers class for FY'17.

H. Health Clinic-IIIB

The Agency will budget for lab work for the PATCH (Norfolk) and Lynch/Spencer Health Fairs. We will budget 650 units for PATCH and 95 units for Lynch/Spencer.

I. Care Management – CM

Currently the Agency is budgeted to provide 7,955 units of Care Management service. We will provide as many units as possible with the care management guidelines and funding. The application for the recertification of the Care Management program is due to the State Unit on Aging by March 31, 2016.

J. Medicaid Waiver and Senior Care Options

The contract with DHHS for Medicaid Waiver and Senior Care Options was renewed through June 30, 2017. The Agency will budget for 340 clients for service coordination of Medicaid Waiver. For Senior Care Options, we will budget for 30 screens per month.

K. Ombudsman

Ombudsman services are available through the Agency in 21 counties in this service area except Cherry County. Currently have 14 active State trained Ombudsman volunteers. The program protects the rights, dignity, safety and quality of life of residents in nursing facilities and assisted living facilities through advocacy, mediation, negotiation, and education. The Agency has a part-time Coordinator to work with 52 nursing facilities and 48 assisted living facilities. Additional funding is needed to fully fund this program.

L. SMP- Senior Medicare Patrol

The SMP program provides education on the protection of Medicare and Medicaid funds, detection of fraud and reporting of suspected fraudulent activities. The Department of Insurance administers this program so will be working closely with SHIIP and its volunteers.

L. SHIIP-Senior Health Insurance Information Program

The SHIIP program offers educational services to help make informed decisions regarding Medicare, Medicaid and health insurance to beneficiaries. Currently, we have 55 trained volunteers. This program finished a very busy open enrollment of the Prescription Drug Medicare Part D program. SHIIP and SMP has a full-time staff at the Agency. We have utilized other funding to support current staff and a temporary staff to assist during the open enrollment period.

M. Mileage: Recommend keeping the mileage reimbursement at \$0.50 per mile.

Attachment 3: Assurances

Assurances

The Area Agency on Aging assures and certifies, with respect to this area plan that it will comply with all applicable federal and state regulations or laws as they relate to this application. It will also comply with all of the following pages of assurances and certifications. Signing of the signature page and initialing and dating each page of the assurances indicates acceptance of these assurances and certifications.

Assurances required by the Older Americans Act of 1965, as amended in 2006

The Northeast Nebraska Area Agency on Aging agrees that it shall:

Requirement: OAA 306(a)(2)

Assurance: Provide assurances that an adequate proportion, as required under Section 307(a)(2), of the amount allotted for Part B to the Planning and Service Area will be expended for the delivery of each of the following categories of services:

- services associated with access to services (transportation, health services (including mental health services) outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);
- in-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and
- legal assistance ; the Area Agency on Aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded.

Requirement: OAA 306(a)(4)(A)(i)

Assurance: Provide assurances that will (aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement: (bb) include 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 include proposed methods of carrying out the preference in the area plan.

Requirement: OAA 306(a)(4)(ii)

Assurance: Provide assurances that in each agreement made with a provider of any service under this title, a requirement that such provider:

- specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

DK Initials 3/19/15 Date

- to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and
- meet specific objectives established by the Area Agency on Aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area.

Requirement: OAA 306(a)(4)(A)(iii)

Assurance: With respect to the fiscal year preceding the fiscal year for which such plan is prepared:

- identify the number of low-income minority older individuals in the planning and service area;
- describe the methods used to satisfy the service needs of such minority older individuals; and
- provide information on the extent to which the Area Agency on Aging met the objectives described in clause (a)(4)(A)(i).

Requirement: OAA 306(a)(4)(B)

Assurance: Provide assurances that outreach efforts will identify individuals eligible for assistance under this Act, with special emphasis on:

- older individuals residing in rural areas;
- older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- older individuals with severe disabilities;
- older individuals with limited English proficiency;
- older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals);
- older individuals at risk for institutional placement; and inform the older individuals referred to in A. through F., and the caretakers of such individuals, of the availability of such assistance.

Requirement: OAA 306(a)(4)(C)

Assurance: Provide assurance 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 and older individuals residing in rural areas.

Requirement: OAA 306(a)(5)

Assurance: Provide assurances 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.

Requirement: OAA 306(a)(8)

Assurance: Provide that case management services provided under this act through the Area Agency on Aging will:

DK Initials 3/19/15 Date

- not duplicate case management services provided through other Federal and State programs;
- be coordinated with services described in subparagraph A; and
- be provided by a public agency or a nonprofit private agency that:
 - gives each older individual seeking services under this act a list of agencies that provide similar services within the jurisdiction of the Area Agency on Aging;
 - give each individual described in clause (i) a statement specifying that the individual has a right to make an independent choice of service providers and documents receipt by such individual of such statement;
 - has case managers acting as agents for the individuals receiving the services and not as promoters for the agency providing such services; or
 - is located in a rural area and obtains a waiver of the requirements described in clauses (i) through (iii).

Requirement: OAA 306(a)(9)

Assurance: Provide assurances that in carrying out the State Long-Term Care Ombudsman Program under Section 307(a)(9), 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.

Requirement: OAA 306(a)(11)

Assurance: Provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including:

- information concerning whether there is a significant population of older Native Americans in the planning and service area, 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 benefits provided under this title;
- an assurance that the Area Agency on Aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under Title VI; and
- an assurance that the Area Agency on Aging 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.

Requirement: OAA 306(a)(13)(A)

Assurance: Provide assurances that it will maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.

Requirement: OAA 306(a)(13)(B)

Assurance: Provide assurances that it will disclose to the Assistant Secretary and the State agency:

- the identity of each non-governmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and
- the nature of such contract or such relationship.

Requirement: OAA 306(a)(13)(C)

Assurance: Provide assurances that it will 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 contracts or such commercial relationships.

Requirement: OAA 306(a)(13)(D)

Assurance: Provide assurances that it will 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 contracts or such relationships.

Requirement: OAA 306(a)(13)(E)

Assurance: Provide assurances that it will, on the request of the Assistant Secretary 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.

Requirement: OAA 306(a)(14)

Assurance: Provide assurances that preference in receiving services under this title will not be given by the Area Agency on Aging to particular older individuals as a result of a contract or commercial relationship that is not carried out to implement this title.

Requirement: OAA 306(a)(15)

Assurance: Provide assurances that funds received under this act will be used;

- to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and
- in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212.

Older Americans Act

- The Nebraska Department of Health & Human Services - State Unit on Aging (SUA) assures through the area agencies on aging:

Requirement: OAA 305(c)(5)

- Assurance: In the case of a State specified in subsection (b)(5), the State agency and the Area Agency on Aging shall provide assurance, determined adequate by the State agency, that the area agency on aging will have the ability to develop an area plan and to carry out, directly or through contractual or other arrangements, a program in accordance with the plan within the planning and service area.

Requirement: OAA 307(a)(3)(B)(i)

- Assurance: The plan shall with respect to services for older individuals residing in rural areas; (i) provide assurances that the State agency will spend for each fiscal year, not less than the amount expended for such services for fiscal year 2000. Requirement: OAA 307(a)(7)(B)
- Assurance:
- (i) No individual (appointed or otherwise) involved in the designation of the State agency or Area Agency on Aging, or in the designation of the head of any subdivision of the State agency or of an Area Agency on Aging, is subject to a conflict of interest prohibited under this chapter;

DK Initials 3/19/15 Date

- (ii) No officer, employee, or other representative of the State agency or Area Agency on Aging is subject to a conflict of interest prohibited under this chapter; and
- (iii) Mechanisms are in place to identify and remove conflicts of interest prohibited under this chapter.

Requirement: OAA 307(a)(11)

- Assurance: The area agencies on aging will:
 - (A) (i) enter into contracts with providers of legal assistance which can demonstrate the experience or capacity to deliver legal assistance;
 - (ii) include in any such contract provisions to assure that any recipient of funds under division 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 such Act and governing membership of local governing boards) as determined appropriate by the Assistant Secretary; and
 - (iii) attempt to involve the private bar in legal assistance activities authorized under this act, including groups within the private bar furnishing services to older individuals on a pro bono and reduced fee basis;
- (B) Assure that no legal assistance will be furnished unless the grantee administers a program designed to provide legal assistance to older individuals with social or economic need and has agreed, if the grantee is not a Legal Services 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 this act on individuals with the greatest such need; and the Area Agency on Aging makes a finding, after assessment, pursuant to standards for service promulgated by the Assistant Secretary, that any grantee selected is the entity best able to provide the particular services.
- (D) To the extent practicable, that legal services furnished under the plan will be in addition to any legal services for older individuals being furnished with funds from sources other than this act and that reasonable efforts will be made to maintain existing levels of legal services for older individuals;
- (E) Area Agency on Aging 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.

Requirement: OAA 307(a)(12)

- Assurance: Whenever the State desires to provide for a fiscal year for services for the prevention of abuse of older individuals:
 - A). Any Area Agency on Aging carrying out such services will conduct a program consistent with relevant State law and coordinated with existing State adult protective service activities for:
 - (i) public education to identify and prevent abuse of older individuals;
 - (ii) receipt of reports of abuse of older individuals;
 - (iii) active participation of older individuals participating in programs under this act 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;

DK Initials 3/19/15 Date

- (iv) referral of complaints to law enforcement or public protective service agencies where appropriate.
- B). The State will not permit involuntary or coerced participation in the program of services described in this paragraph by alleged victims, abusers, or their households; and
- C). 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.

Requirement: OAA 307(a)(15)

- Assurance: If a substantial number of the older individuals residing in any planning and service area in the State are of limited English speaking ability, then the State will require the Area Agency on Aging for each such planning and service area:
 - (A) to utilize, in the delivery of outreach services under section 3026(a)(2)(A) of this act, the services of workers who are fluent in the language spoken by a predominant number of such older individuals who are of limited English speaking ability; and
 - (B) to designate an individual employed by the Area Agency on Aging, or available to such Area Agency on Aging on a full-time basis, whose responsibilities will include;
 - (i) taking such action as may be appropriate to assure that counseling assistance is made available to such older individuals who are of limited English speaking ability in order to assist such older individuals in participating in programs and receiving assistance under this act; and
 - (ii) providing guidance to individuals engaged in the delivery of supportive services under the area plan involved to enable such individuals to be aware of cultural sensitivities and to take into account effectively linguistic and cultural differences.

Requirement: OAA 307(a)(26)

- Assurance: Funds received under this act will not be used to pay any part of a cost (including an administrative cost) incurred by the State agency or an Area Agency on Aging to carry out a contract or commercial relationship that is not carried out to implement this act.

Requirement: OAA 307(a)(27)

- Assurance: Area Agency on Aging will provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care.

Requirement: OAA 304(b)(5)(d)(1)(A)

- Assurance: From any State or Area Agency on Aging's allotment, after the application of section 308(b) of this act, under this section for any fiscal year, such amount as the State agency determines, but not more than 10 percent thereof, shall be available for paying such percentage as the agency determines, but not more than 75 percent, of the cost of administration of area plans.

Requirement: OAA 304(b)(5)(d)(1)(D)

- Assurance: The remainder of such allotment shall be available to such State only for paying such percentage as the State agency determines, but not more than 85 percent of the cost of supportive services, senior centers, and nutrition services under this act provided in the State as

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part of a comprehensive and coordinated system in planning and service areas for which there is an area plan approved by the State agency.

Requirement: OAA 339 Nutrition

- Assurance: A State or Area Agency on Aging that establishes and operates a nutrition project under this chapter shall:
 - 1) solicit the advice of a dietitian or individual with comparable expertise in the planning of nutritional services, and
 - 2) ensure that the project -
 - (A) provides meals that -
 - (i) comply with the Dietary Guidelines for Americans, published by the Secretary and the Secretary of Agriculture,
 - (ii) provide to each participating older individual -
 - (I) 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 one meal per day,
 - (II) a minimum of 66 2/3 percent of the allowances if the project provides two meals per day, and
 - (III) 100 percent of the allowances if the project provides three meals per day, and
 - (iii) to the maximum extent practicable, are adjusted to meet any special dietary needs of program participants,
 - (B) provides flexibility to local nutrition providers in designing meals that are appealing to program participants,
 - (C) encourages providers to enter into contracts that limit the amount of time meals must spend in transit before they are consumed,
 - (D) where feasible, encourages arrangements with schools and other facilities serving meals to children in order to promote intergenerational meal programs,
 - (E) provides that meals, other than in-home meals, are provided in settings in as close proximity to the majority of eligible older individuals' residences as feasible,
 - (F) comply with applicable provisions 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,
 - (G) ensures that meal providers carry out such project with the advice of dietitians (or individuals with comparable expertise), meal participants, and other individuals knowledgeable with regard to the needs of older individuals,
 - (H) ensures that each participating Area Agency on Aging establishes procedures that allow nutrition project 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 individuals eligible under this act,
 - (I) ensures that nutrition services will be available to older individuals and to their spouses, and may be made available to individuals with disabilities who are not older individuals but who

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reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided, and

- (J) provide for nutrition screening and, where appropriate, for nutrition education and counseling.
- (K) encourages individuals who distribute nutrition services under subpart 2 to provide, to homebound older individuals, available medical information approved by health care professionals, such as informational brochures and information on how to get vaccines, including vaccines for influenza, pneumonia, and shingles, in the individuals' communities.

Requirement: OAA 361

- Assurance: (a) The Assistant Secretary shall carry out a program for making grants to States under State plans approved under section 307 of this act to provide disease prevention and health promotion services and information at multipurpose senior centers, at congregate meal sites, through home delivered meals programs, or at other appropriate sites. In carrying out such program, the Assistant Secretary shall consult with the Directors of the Centers for Disease Control and Prevention and the National Institute on Aging.
- (b) The Assistant Secretary shall, to the extent possible, assure that services provided by other community organizations and agencies are used to carry out the provisions of this part.

Requirement: OAA 362 Distribution to Area Agency on Aging

- Assurance: The State agency shall give priority, in carrying out this part, to areas of the State:
 - (1) which are medically underserved; and
 - (2) in which there are a large number of older individuals who have the greatest economic need for such services.

Code of Federal Regulations - Title 45 - Public Welfare

§ 1321.5 Applicability of other regulations

Several other regulations apply to all activities under this part. These include but are not limited to:

- (a) 45 CFR part 16 - Procedures of the Departmental Grant Appeals Board;
- (b) 45 CFR part 74 - Administration of Grants, except subpart N;
- (c) 45 CFR part 80 - Nondiscrimination under Programs Receiving Federal Assistance through the Department of Health & Human Services: Effectuation of title VI of the Civil Rights Act of 1964;
- (d) 45 CFR part 81 - Practice and Procedures for Hearings Under Part 80 of this title;
- (e) 45 CFR part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Participation;
- (f) 45 CFR part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
- (g) 45 CFR part 92 - Uniform Administrative Requirements for Grants Cooperative Agreements to State and Local Governments;
- (h) 45 CFR part 100 - Intergovernmental Review of Department of Health & Human Services Programs and Activities; and
- (i) 5 CFR part 900, subpart F, Standards for a Merit System of Personnel Administration.

§ 1321.17(f)(8) Content of State Plan

The State agency will require area agencies on aging to arrange for outreach at the community level that identifies individuals eligible for assistance under this Act and other programs, both public and private,

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and informs them of the availability of assistance. The outreach efforts shall place special emphasis on reaching older individuals with the greatest economic or social needs with particular attention to low income minority individuals, including outreach to identify older Indians in the planning and service area and inform such older Indians of the availability of assistance under the Act.

§ 1321.53 Mission of the Area Agency on Aging

(j) The Older Americans Act intends that the Area Agency on Aging shall be the leader relative to all aging issues on behalf of all older persons in the planning and service area. This means that the area agency shall proactively carry out, under the leadership and direction of the State agency, a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, information sharing, brokering, monitoring and evaluation, designed to lead to the development or enhancement of comprehensive and coordinated community based systems in, or serving, each community in the planning and service area. These systems shall be designed to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities as long as possible.

(k) A comprehensive and coordinated community based system described in paragraph (a) of this section shall:

- 1) Have a visible focal point of contact where anyone can go or call for help, information or referral on any aging issue;
- 2) Provide a range of options;
- 3) Assure that these options are readily accessible to all older persons; the independent, semidependent and totally dependent, no matter what their income;
- 4) Include a commitment of public, private, voluntary and personal resources committed to supporting the system;
- 5) Involve collaborative decision-making among public, private, voluntary, religious and fraternal organizations and older people in the community;
- 6) Offer special help or targeted resources for the most vulnerable older persons, those in danger of losing their independence;
- 7) Provide effective referral from agency to agency to assure that information or assistance is received, no matter how or where contact is made in the community;
- 8) Evidence sufficient flexibility to respond with appropriate individualized assistance, especially for the vulnerable older person;
- 9) Have a unique character which is tailored to the specific nature of the community;
- 10) Be directed by leaders in the community who have the respect, capacity and authority necessary to convene all interested persons, assess needs, design solutions, track overall success, stimulate change and plan community responses for the present and for the future.

(c) The resources made available to the Area Agency on Aging under the Older Americans Act are to be used to finance those activities necessary to achieve elements of a community based system set forth in paragraph (b) of this section. For the purpose of assuring access to information and services for older persons, the Area Agency on Aging shall work with elected community officials in the planning and service area to designate one or more focal points on aging in each community, as appropriate. The area agency shall list designated focal points in the area plan. It shall be the responsibility of the area agency, with the approval of the State agency, to define "community" for the purposes of this section. Since the Older Americans Act defines focal point as a "facility" established to encourage the maximum collocation and coordination of services for older individuals, special consideration shall be given to developing and/or designating multi-purpose senior centers as community focal points on aging. The

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Area Agency on Aging shall assure that services financed under the Older Americans Act in, or on behalf of, the community will be either based at, linked to or coordinated with the focal points designated. The Area Agency on Aging shall assure access from the designated focal points to services financed under the Older Americans Act. The area agency on aging shall work with, or work to assure that community leadership works with, other applicable agencies and institutions in the community to achieve maximum collocation at, coordination with or access to other services and opportunities for the elderly from the designated community focal points. The area agency may not engage in any activity which is inconsistent with its statutory mission prescribed in the Act or policies prescribed by the State under § 1321.11.

§ 1321.61 Advocacy responsibilities of the Area Agency on Aging.

- (a) The area agency shall serve as the public advocate for the development or enhancement of comprehensive and coordinated community-based systems of services in each community throughout the planning and service area.
- (b) In carrying out this responsibility, the area agency shall:
 - (1) Monitor, evaluate, and, where appropriate, comment on all policies, programs, hearings, levies, and community actions which affect older persons
 - (2) Solicit comments from the public on the needs of older persons;
 - (3) Represent the interests of older persons to local level and executive branch officials, public and private agencies, or organizations;
 - (4) Consult with and support the State’s Long-Term Care Ombudsman Program; and
 - (5) Undertake on a regular basis activities designed to facilitate the coordination of plans and activities with all other public and private organizations, including units of general purpose local government, with responsibilities affecting older persons in the planning and service area to promote new or expanded benefits and opportunities for older persons; and
- (c) Each Area Agency on Aging shall undertake a leadership role in assisting communities throughout the planning and service area to target resources from all appropriate sources to meet the needs of older persons with greatest economic or social need, with particular attention to low income minority individuals. Such activities may include location of services and specialization in the types of services most needed by these groups to meet this requirement. However, the area agency may not permit a grantee or contractor under this part to employ a means test for services funded under this part. (d) No requirement in this section shall be deemed to supersede a prohibition contained in the Federal appropriation on the use of Federal funds to lobby the Congress; or the lobbying provision applicable to private non-profit agencies and organizations contained in OMB Circular A-122.

§ 1321.65(b) Responsibilities of service providers under area plans.

(b) Specify how the provider intends to satisfy the service needs of low income minority individuals in the area served, including attempting to provide services to low income minority individuals at least in proportion to the number of low income minority older persons in the population serviced by the provider.

§ 1321.69 Service priority for frail, homebound or isolated elderly.

(a) Persons age 60 or over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services under this part.

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(b) The spouse of the older person, regardless of age or condition, may receive a home-delivered meal if, according to criteria determined by the area agency, receipt of the meal is in the best interest of the homebound older person.

Code of Federal Regulations Title 29 Labor

§ 94.200 Requirements for Drug Free Workplace

There are two general requirements if you are a recipient other than an individual.

(a) First, you must make a good faith effort, on a continuing basis, to maintain a drug free workplace.

You must agree to do so as a condition for receiving any award covered by this act. The specific measures that you must take in this regard are described in more detail in subsequent sections of this act. Briefly, those measures are to:

- (1) Publish a drug free workplace statement and establish a drug free awareness program for your employees; and
- (2) Take actions concerning employees who are convicted of violating drug statutes in the workplace.

(b) Second, you must identify all known workplaces under your Federal awards.

§ 29 U.S.C. 201 Fair Labor Standards Act

SUBJECT: Joint employment of home care workers in consumer-directed, Medicaid-funded programs by public entities under the Fair Labor Standards Act.

In the Final Rule, Application of the Fair Labor Standards Act to Domestic Service, 78 FR 60454 (Oct. 1, 2013),¹ the Department modified the “third party employment” regulation, 29 CFR 552.109, to prohibit third party employers of domestic service employees—i.e., employers other than the individuals receiving services or their families or households—from claiming the companionship services exemption from minimum wage and overtime or the live-in domestic service employee exemption from overtime. 78 FR at 60480-85.2

Private agencies, non-profit organizations, or public entities³ may be third party joint employers of domestic service employees, and in particular home care workers, under the Fair Labor Standards Act (FLSA or “the Act”), 29 U.S.C. 201 et seq. Although the Final Rule did not change any of the longstanding case law or the Department’s guidance about joint employment, the regulatory changes prohibiting third party employers from claiming the companionship services and live-in domestic service employee exemptions will require each public or private agency that administers or participates in a consumer-directed, Medicaid-funded home care program to evaluate whether it is an employer under the FLSA.

The Lobbying Disclosure Act of 1995

109 Stat. 703-Public Law 104-65

Sec. 18. Exempt Organizations.

An organization described in section 501(c)(4) of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible for the receipt of Federal funds constituting an award, grant, contract, loan, or any other form.

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Disclosure of Lobbying Activities Form - LLL

To access the Disclosure of Lobbying Activities Form - LLL the web address is, www.whitehouse.gov/omb/grants/sflll.pdf.

Assurances - Non-Construction Programs

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified. As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age
7. Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
9. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 73247328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction sub agreements.
11. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.)
15. Will comply with PL 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. Will comply with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program. Nebraska Revised Statutes Section 81-8,240 Terms, Defined.

(1) Administrative agency shall mean any department, board, commission, or other governmental unit, any official, any employee of the State of Nebraska acting or purporting to act by reason of connection with the State of Nebraska, any corporation, partnership, business, firm, governmental entity, or person who is providing health and human services to individuals or service delivery, service coordination, or case management under contract with the State of Nebraska and who is subject to the jurisdiction of the office of Public Counsel as required by section 73-401, any regional behavioral health authority, any community-based behavioral health services provider that contracts with a regional behavioral health authority, and any county or municipal correctional or jail facility and employee thereof acting or purporting to act by reason of connection with the county or municipal correctional or jail facility; but shall not include (a) any court, (b) any member or employee of the Legislature or the Legislative Council, (c) the Governor or his or her personal staff, (d) any political subdivision or entity thereof except a county or municipal correctional or jail facility or a regional behavioral health authority, (e) any instrumentality formed pursuant to an interstate compact and answerable to more than one state, or (f) any entity of the federal government; and

(2) Administrative act shall include every action, rule, regulation, order, omission, decision, recommendation, practice, or procedure of an administrative agency. Section 81-8,254 Violations; Penalty; State Employee; Complaint; Effect.

A person who willfully obstructs or hinders the proper exercise of the Public Counsel's functions, or who willfully misleads or attempts to mislead the Public Counsel in his inquiries, shall be guilty of a Class II misdemeanor. No employee of the State of Nebraska, who files a complaint pursuant to sections 818,240 to 81-8,254, shall be subject to any penalties, sanctions, or restrictions in connection with his employment because of such complaint.

Section 81-2219 Area Agency on Aging; Chief Executive Officer and Staff; Qualifications; Personnel Policies.

Each Area Agency on Aging governing unit shall establish minimum qualifications of education, training, and experience for its chief executive officer and written policies and procedures for the selection, appointment, and annual performance rating of its chief executive officer and staff.

Section 81-2220 Area Agency on Aging; Duties

An Area Agency on Aging shall:

- (1) Monitor, evaluate, and comment on policies, programs, hearings, and community actions which affect older individuals;
- (2) Conduct public hearings, studies, and assessments on the needs of older individuals living in the planning and service area;
- (3) Represent the interests of older individuals to public officials and to public and private agencies or organizations;

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- (4) Cooperate, coordinate, and plan with other agencies, organizations, or individuals to promote benefits and opportunities for older individuals consistent with the goals of the Nebraska Community Aging Services Act and the Older Americans Act, as now or hereafter amended;
- (5) Develop a one-year and a four-year area plan and budget for a comprehensive, coordinated program of community aging services needed by older individuals of the area and consistent with the requirements of the Nebraska Community Aging Services Act and the Older Americans Act, as now or hereafter amended;
- (6) Monitor and evaluate the activities of service providers to ensure that the services being provided comply with the terms of the grant or contract. When a provider is found to be in breach of the terms of its grant or contract, the Area Agency on Aging shall enforce the terms of the grant or contract;
- (7) Comply with rules, regulations, and requirements of the department which have been developed in consultation with the area agencies on aging for client and fiscal information and provide to the department information necessary for federal and state reporting, program evaluation, program management, fiscal control, and research needs; and
- (8) Provide technical assistance to service providers as needed, prepare written monitoring reports, and provide written reports of onsite assessments of all service providers funded by the Area Agency on Aging according to the rules and regulations promulgated by the department.

Title 15 - Nebraska Department of Health & Human Services State Unit on Aging

Chapter 1 - Nebraska Community Aging Services Act

001.07U - Plan amendment. Amendments to the Area Plan and Budget must be approved by the State Unit on Aging prior to implementation. Implementation of an amendment without prior approval shall constitute non-compliance and may be cause for withdrawal of designation.

001.07U1 - Amendments to Area Plans and Budgets. Any request for approval of amendment must be accompanied by:

- 1) Reason for the requested change;
- 2) Proposed amended budget;
- 3) Proposed amended level of service or goals and objectives;
- 4) Any pages of the Annual Plan and Budget (and the Area Plan and Budget) that are altered as a result of the changes; and
- 5) Records of public hearings on any changes which are substantial or which adjust scope or direction.

Chapter 2 – Care Management Units

These rules and regulations implement Neb. Rev. Stat. Sec. 81-2229 - Sec. 81-2236, R.R.S. 1943 (the Act) which directs the establishment of a statewide system of Care Management Units through the Area Agencies on Aging.

Chapter 3 – Long-Term care Ombudsman Program

These rules and regulations implement Nebraska Revised Statutes Section 81-2237 to 81-2264, which directs the establishment of a statewide long-term care ombudsman program. Other authorities for the program are: (1) Older Americans Act of 1965, as amended, 42 U.S.C. 3001 et seq., specifically, 42 U.S.C. Sections 3058f-3058h; (2) 42 CFR Sections 483.10 through 483.13; and (3) The Nebraska Nursing Home Act, Rev. Statutes of Nebraska, Article 60, Section 71-6019.

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Chapter 4 – Senior Companion Volunteer Program

These regulations govern the Senior Companion Volunteer Program. The regulations are authorized by and implement the Nebraska Senior Companion Volunteer Program Act, Neb. Rev. Stat. Sections 812273 to 81-2283, and Section 81-2210.

Code of Federal Regulations - Title 49 - Part 29 - Appendix A - Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) The Area Agency on Aging certifies to the best of its knowledge and belief, that it and its principals to the following:

- (a) Are not presently debarred, suspended, proposed for debarment declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
- (c) Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

OMB Circular A-129 - Appendix 3 - Certification of Non-Delinquency on Federal Debt

Assurance: Not delinquent on any Federal debt.

Each Attestation page requires an initial & date.

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