Maryland
DEPARTMENT OF AGING

Larry Hogan | Governor  Boyd K. Rutherford | Lt. Governor  Rona E. Kramer | Secretary

July 19, 2022

Frederick County
Department of Aging
1440 Taney Avenue
Frederick, MD 21702

Dear Carolyn True:

Thank you for your diligence during the FY2023 Area Plan Update review process. The Area Plan Review Team has reviewed Frederick County's Area Plan and found all necessary revisions have been made. Please complete the following steps:

- Please incorporate all final changes into the Comprehensive Plan and forms;
- Please submit all **final*** documents to eCivis in the format specified (signed ifapplicable):
  - Narrative (Comprehensive Plan of Services) along with updates and/or supporting documents
  - **Excel Workbook**: Area Plan Service Needs/Admin Forms
  - **Excel Workbook**: Area Plan Budget Form
  - Risk Assessment
  - Assurances
  - Federal Funds Form
  - Signed Area Plan Administration Form A
  - Organizational Chart
  - COVID-19 Supplemental Questionnaire

Our team appreciates your hard-work during the Area Plan process and has enjoyed working with your team. Thank you again.

*Please note final documents are a result of correspondence and responses over the past few months. Please be sure to upload the most recently updated of each document to eCivis.

Sincerely,

Area Plan Review Team

301 West Preston Street | Suite 1007 | Baltimore, Maryland 21201-2374
Local: 410-767-1100 | Toll Free: 1-800-243-3425 | TTY users call via Maryland Relay 711 | Fax: 410-333-7943
aging.maryland.gov

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*Administration Form B*

# PROPOSED STAFFING PLAN

**FY2023** | **Total FTEs: 36.5** | **AAA: Frederick**

| Title of Position (employee names may be included) | Total Full Time Positions (FTE=35+ hours/week) | Specific Funding Sources (e.g. IIIB, State Ombudsman, etc…) If multiple, include the percentage per source. | Programs Covered by Position and Percentage of Time per Program |
|---|---|---|---|
| EXAMPLE: Senior Programs Counselor | 1.00 | State I&A 28%, MAP 20%, SMP 8 %, SHIP 15%, Local 29% | SHIP 20%, I&A 35%, SMP 15%, MAP 30% |
| Director, Senior Services | 1.00 | County Funding | All programs |
| Director, Area Agency on Aging | 1.00 | County Funding | All programs |
| Director, Home and Community Connections | 1.00 | County Funding | III-B, IIIC-1, IIIC-2, IIID MoW |
| Director, Resource and Service Navigation | 1.00 | County Funding | MAP, SHIP, Caregiver |
| Fiscal Administrator | 1.00 | County Funding | All programs |
| Senior Services Manager /Operations | Vacant | County Funding | All programs |
| Administrative Specialist 1 | 1.00 | County Funding | All programs |
| Administrative Specialist I | Vacant | County Funding | All programs |
| Ombudsman | 1.00 | 3B OMB .16% | .017%; 3B OMB .016% |
| Caregiver Support Program Coordinator | Vacant | III-E | Caregiver .06% |
| Caregiver Support Program Coordinator | 0.60 | III-E 100% | Caregiver .06% |
| Service Navigator (CH) | 1.00 | County Funding | MAP, SHIP, Caregiver |
| Service Navigator (IZ) | 1.00 | County Funding | SHIP, MIPPA, SMP |
| Service Navigator (TL) | 1.00 | County Funding | MAP, Caregiver |
| Service Navigator (EW) | 1.00 | .19% | I&A.19% |
| MAP Coordinator (JR) | 1.00 | County Funding | MAP related programs 100% |
| Guardianship Administrator | Vacant | Public Guardianship .50%, VEPI .50%, County | Guardianship .50; VEPI .50 |
| HDM Case Manager | 1.00 | County Funding | MoW assessments, home visits 1.0 |
| Intake Specialist | 1.00 | County Funding | MoW 100% |
| MoW Assistant | 0.60 | County Funding | MoW 100% |
| Senior Center Supervisor (F) | 1.00 | III-B 100% | III-B 100% |
| Meal Manager | 1.00 | IIIC-1 .75%, IIIC-2 .25% | IIIC-1 .75%; IIIC-2 .25% |
| Senior Center Supervisor (B) | 1.00 | III-B .42%, IIIC-1.47%; IIIC-2 .11% | IIIB .42%; IIIC-1 .47%; IIIC-2 .11% |
| Senior Center Supervisor (U) | 1.00 | III-B .06%, IIIC-1 .25%; IIIC-2 .25% | IIIB 0.6%; IIIC-1 .25%; IIIC-2 .15% |
| Senior Center Assistant (U) | Vacant | County Funding | III-B, IIIC-1; IIIC-2 |
| Driver Aide (F)(TL) | 0.60 | III-B .1%; IIIC-1.35%; IIIC-2.05% | IIIB 0.1%; IIIC-1 .35%; IIIC-2 .05% |
| Driver (F)(GJ) | 0.60 | MoW 100% | MoW 100% |
| Driver Aide (F) | Vacant | III-B, IIIC-1; IIIC-2 | III-B, IIIC-1; IIIC-2 |
| Driver ESC | Vacant | III-B, IIIC-1; IIIC-2 | III-B, IIIC-1; IIIC-2 |
| Driver (U)(QJ) | 0.60 | IIIB .35%, IIIC-1 .10%; IIIC-2 .05% | III-B .35%; IIIC-1 .10%; IIIC-2 .05% |
| Driver (F)(RJ) | 0.6 | CDBG | MoW |
| Driver (F)(WH) | 0.60 | CDBG | MoW |
| Volunteer Coordinator | Vacant | County Funding | All programs |
| In home aide | Vacant | III-B 100% | Personal Care, Chore Services 100% |
| In home aide | 1.00 | III-B 100% | Personal Care, Chore Services 100% |
| In home aide | 1.00 | III-B 100% | Personal Care, Chore Services 100% |
| In home aide | 1.00 | III-B 100% | Personal Care, Chore Services 100% |

| | | | |
|---|---|---|---|
| In home aide | 1.00 | County Funding | Personal Care, Chore Services 100% |
| Case Manager | 1.00 | County Funding | Case Management |
| Case Manager | 1.00 | County Funding | Case Management |
| Case Manager | 1.00 | County Funding | Case Management |
| Client Services Administrator | 1.00 | County Funding | Community First Choice 100% |
| Service Navigator (TO) | 1.00 | CDBG 100% | MAP, SHIP, Caregiver |
| Senior Services Manager/HCC | 1.00 | Federal Financial Participation | III-B, IIIC-1; IIIC-2, III-D |
| Senior Services Supervisor (ESC) | 1.00 | IIIB .55%, IIIC-1 .25%; IIIC-2 .20% | 3B .55%; IIIC-1 .25%; IIIC-2 .20% |
| Executive Assistant | 1.00 | County Funding | All programs |
| Supports Planner, part-time | Vacant | Home and Community Based Services 100% | Community First Choice |
| Ombudsman, part-time | 0.70 | County Funding | Ombudsman, Elder Abuse |
| Senior Center Assistant | Vacant | Federal Financial Participation | III-B, IIIC-1, IIIC-2, IIID |
| Driver, part-time | Vacant | Federal Financial Participation | MoW |
| Virtual Senior Center Supervisor | Vacant | County Funding | III-B 100% |
| Driver | 0.60 | CDBG | IIIC-2, MoW |
| Driver | Vacant | CDBG | IIIC-2, MoW |
| Veterans Advisory Council Coordinator | 0.50 | County Funding | Veterans Advisory Council |
| Senior Center Assistant | 0.50 | County Funding | III-B 100% |

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*Administration Form C*

# EEO INFORMATION

**FY 2023**

**Complete this form for positions that are currently filled.**

**AAA: Frederick County**

**Date Completed:**

| Type of Position | Gender | | Age and Disability | | | Racial-Ethnic Composition | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | M | F | 18-59 | 60+ | With a Disability | White | African-American | Hispanic | Asian-Pacific Is. | Native American | Two or more races | Other |
| 1) Agency Executive/Management Staff | 1 | 3 | 1 | 3 | 0 | 4 | | | | | | |
| 2) Other Paid/Professional Staff | | | | | | | | | | | | |
| A. Planning | | | | | | | | | | | | |
| B. Development | | | | | | | | | | | | |
| C. Administration | | 1 | | 1 | 0 | 1 | | | | | | |
| D. Service Delivery | 3 | 16 | 13 | 6 | 0 | 18 | 1 | | | | | |
| E. Access/Care | 6 | 13 | 4 | 15 | 0 | 16 | 1 | 1 | | | | 1 |
| F. Other | | | | | | | | | | | | |
| 3) Clerical/Support Staff | | 2 | 2 | | 0 | 2 | | | | | | |
| **Total Staff** | 10 | 35 | 20 | 25 | 0 | 41 | 2 | 1 | 0 | 0 | 0 | 1 |

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*Administration Form D1*

# CONTRACTS

**Issued by the Area Agency on Aging**
**For FY 2023**

**FY 2023** **AAA: Frederick County**

| Name of Contractor(s) | Beginning/ Ending dates of Contract | Monitor of Contract (Person, Position, Contact Information) | Source of funds Amount of funds | Related Budget Pages | Service Categories Covered by Contract (use categories in budget) | Units of Service to be provided by Service Category (include unit names) |
|---|---|---|---|---|---|---|
| Creative Software Solutions | 10/1/2021 - 9/30-2022 | Carolyn B. True | Various grants, $3000 | 8 | N/A | N/A |
| Daybreak Adult Day Services | 7/1/2022 - 6/30/2023 | Carolyn B. True | County, $85,000 | 2 | Respite | 900 |
| Edwina Stewart | 10/1/2021 - 9/30/2022 | Carolyn B. True | III-E, $720.00 | 9 | Support Group Facilitator | 62 |
| Saber Corp. | On-going | Carolyn B. True | Various, $8,100 | 2, 7, 8, 9 | AIM Software | N/A |
| Watson Hall Partners | 6/1/2022 - 5/31/2023 | Carolyn B. True | IIIC -1, IIIC-2; $300,000 | 11, 12 | Congregate, Home Delivered Meals | 3,700 |
| Homewood at Crumland Farms | 3/1/2022 - 2/28/2023 | Carolyn B. True | MoW, $100,000 | 11, 12 | Meals on Wheels | 129,179 |
| Legal Aid Bureau, Inc. | 10/1/2022 - 9/30/2023 | Carolyn B. True | IIIB, $10,572 | 6 | Legal Assistance | 685 |
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*If the AAA has additional contracts that could not be included above, please include a separate attachment with this information.*

*Senior Care contracts do **not** need to be included here.*

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# PENDING CONTRACTS

**Contractor and/or terms have not been finalized by the Area Agency on Aging**
**For FY 2023**

**FY 2023** **AAA: Frederick County**

| Name of Contractor (if known) | Beginning/ Ending dates of Contract | Monitor of Contract (Person, Position) | Source of funds Amount of funds (if known) | Related Budget Pages (if known) | Service Categories Covered by Contract (use categories in budget) | Units of Service to be provided by Service Category (include unit names) |
|---|---|---|---|---|---|---|
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*If the AAA has additional pending contracts that could not be included above, please include a separate attachment with this information.*

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*Administration Form D3*

# GRANTS

**Awarded *by* the Area Agency on Aging**
**For FY 2023**

**FY 2023** **AAA: Frederick County**

| Name of Grantee(s) | Type of Agency | Beginning/ Ending dates of Grant | Monitor of Grant (Person, Position) | Source of funds Amount of funds | Service Categories Covered by Contract (use categories in budget) |
|---|---|---|---|---|---|
| Department of Social Services | Government | 7/1/2022 - 6/30/2023 | Carolyn B. True | Sr. Care | Sr. Care gap filling services for seniors waiting for personal care services. |
| Department of Social Services | Government | Auto renew | Carolyn B. True | III-B | Personal care, chore services |
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*If the AAA has additional grants it is awarding that could not be included above, please include a separate attachment with this information.*

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*Administration Form D4*

# AGREEMENTS
## (INCLUDING MEMORANDA OF UNDERSTANDING WITH LOCAL AGENCY PARTNERS)
## For FY 2023

**FY 2023** **AAA: Frederick County**

| Name(s) of Agency(ies) Organizations, etc. in Agreements | Effective Date of Agreement | Monitor of Agreement (Person/Position) | Total funds in Agreement (if applicable) Identify if Revenue or Expense | Purpose of the Agreement or MOU (Describe briefly) |
|---|---|---|---|---|
| State of MD, MDH | 7/1/2022 - 6/30/2023 | Carolyn B. True | N/A | Supports Planning |
| Elder Abuse/Vul. Elderly | Suspended | Carolyn B. True | N/A | Mult-disc. Team to assist client |
| Frederick County Sheriff's Office | 9/1/2022 - 8/31/2023 | Carolyn B. True | $100,000 Expense | MoW provider |
| Frederick County Health Department | On-going | Carolyn B. True | N/A | MAP, AERS |
| Hood College | On-going | Carolyn B. True | N/A | Clinical site for RN students |
| Towson University | On-going | Carolyn B. True | N/A | Clinical site for RN students |
| Maryland Food Bank | 10/1/2020 | Kitty Devilbiss | N/A | Produce/shelf stable food for GF |
| | | | | |

*If the AAA has additional agreements that could not be included above, please include a separate attachment with this information.*

**Please include any provider agreements with the Maryland Department of Health for Supports Planning and/or other services and any local partners with which the AAA has agreements (e.g. local health departments local departments of social services for MAP).*

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*Service Needs Form A*

# PROJECTED NUMBER OF CLIENTS TO BE SERVED UNDER TITLE III

**FY 2023** **AAA: Frederick County**

| A. ELDERLY CLIENT COUNTS By Type of Service | TOTAL |
|---|---|
| 1. Unduplicated Count of Persons to be Served for Registered Services Supported By OAA Title III | 987 |
| 2. Estimated Unduplicated Count of Persons to be Served for Unregistered Services Supported by OAA Title III | 2,256 |
| 3. Total Estimated Unduplicated Count of Persons to be Served through Services Supported by OAA Title III *Note: This total is not necessarily the sum of 1 and 2.There may be duplicates between 1 and 2, which will need to be subtracted out.* | 2,359 |

| B. TITLE III UNDUPLICATED CLIENT COUNTS | Clients for Registered Services | Clients for All Services | % Impact (Autofill) |
|---|---|---|---|
| 1. Total Clients by Race or Ethnicity | 984 | 2359 | 4.76% |
| White (Alone) Non-Hispanic | 765 | 1833 | 77.70% |
| White (Alone) Hispanic | 26 | 62 | 2.63% |
| American Indian or Alaskan Native (Alone) | 2 | 5 | 0.21% |
| Asian (Alone) | 10 | 24 | 1.02% |
| Black or African American (Alone) | 127 | 307 | 13.01% |
| Native Hawaiian or Other Pacific Islander (Alone) | 1 | 2 | 0.08% |
| Persons Reporting Some Other Race | 0 | 0 | 0.00% |
| Persons Reporting 2 or More Races | 2 | 5 | 0.21% |
| Race Missing | 51 | 123 | 5.21% |
| 2. Rural Clients | 60 | 142 | 6.02% |
| 3. Clients in Poverty | 159 | 377 | 12.28% |
| 4. Clients in Poverty/Minority | 226 | 543 | 63.14% |

**Elderly Client Count:** Individuals age 60 or older.

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

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

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*Service Needs Form B*

## TITLE III - Eligible PROJECTED SERVICE USE PROFILE

## PLEASE COMPLETE ALL BLANK FIELDS

FY 2023 AAA: Frederick County

| Services | Number of Providers | Unduplicated Persons To Be Served | Projected Service Units |
|---|---|---|---|
| **Cluster 1 Registered Services** | | | |
| 1) Personal Care | 1 | 53 | 2990 |
| 2) Homemaker | 0 | 0 | 0 |
| 3) Chore | 1 | 44 | |
| 4) Home-Delivered Meals | 1 | 947 | 129179 |
| 4a) NSIP Home-Delivered Meals* | 1 | 889 | 120398 |
| 5) Adult Day Care/Day Health | 1 | 30 | 900 |
| 6) Case Management | 0 | 0 | 0 |
| **Cluster 2 Registered Services** | | | |
| 7) Congregate Meals | 1 | 307 | 3700 |
| 7a) NSIP Congregate Meals* | 1 | 286 | 3531 |
| 8) Nutrition Counseling | 0 | 0 | 0 |
| 9) Assisted Transportation | 0 | 0 | 0 |
| **Total Unduplicated Registered Clients** | | 1272 | |
| **Cluster 3 Specified Non-Registered Services** | | | |
| 10) Transportation | 1 | | 2200 |
| 11) Legal Assistance | 1 | | 685 |
| 12) Nutrition Education | 1 | | 6100 |
| 13) Information and Assistance | 1 | | 11,336 |
| 14) Outreach | 1 | | 300 |
| 15) Health Promotion: Evidence-Based | 1 | 2540 | |
| 16) Health Promotion: Non-Evidence-Based | 1 | 550 | |
| Total Unduplicated Count of Providers | 6 | | |

**Cluster 4 Other Non-Registered Services** *(see list and instructions, p.2)*

| Service Name** | Service Unit Name (Hours, classes, contacts, etc.) | Projected Service Units |
|---|---|---|
| Physical Fitness | Sessions | 8500 |
| Recreation | Sessions | 9000 |
| Volunteer Development | Hours | 300 |
| Consumer Education | Sessions | 2000 |
| Health Promotion/Disease Prevention | Contacts/Sessions | 5024 |
| | | |
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***NSIP projected meal counts (4a and 7a) are to be included in the Home-Delivered Meals (4) and Congregate Meals (7) figures. See NAPIS report Section II-A as well as the Definitions Appendix within that document.**

****Use the same name as the budget categories noted in the Excel Budget Sheet.**

*Service Needs Form B (Continued)*

## CLUSTER 1 MISSING DATA - FY 2020

**Please report FY 2020 missing data from Cluster 1 Registered Services (page 6 of the FY 2020 NAPIS Report)**

FY 2023 AAA: Frederick County

### CLUSTER 1 MISSING DATA – FY 2021

**Please report FY 2021 missing data from Cluster 1 Registered Services (page 6 of the FY 2021 NAPIS Report**

| Cluster 1 Registered Services | Number Missing | Percentage Missing (Relative to Total Clients in Cluster 1) (Autofill) |
|---|---|---|
| Age Missing | 2 | 0.20% |
| ADL Missing | 401 | 40.75% |
| Live Alone Missing | 401 | 40.75% |
| Total Clients in Cluster 1: | 984 | |

**Please briefly discuss what efforts the AAA is taking in FY 2022 and FY 2023 to reduce the percentage missing in each area to 5% or less.**

nued service prior to their scheduled assessments. In addition, senior center participants taking advantage of

## CLUSTER 2 MISSING DATA - FY 2021

**Please report FY 2021 missing data from Cluster 2 Registered Services (page 6 of the FY 2021 NAPIS Report)**

FY 2023 AAA: Frederick

### CLUSTER 2 MISSING DATA – FY2021

**Please report FY2021 missing data from Cluster 2 Registered Services (page 6 of the FY2021 NAPIS Report)**

| Cluster 2 Registered Services | Number Missing | Percentage Missing (Relative to Total Clients in Cluster 2) (Autofill) |
|---|---|---|
| Live Alone | 0 | #DIV/0! |
| Age Missing | 0 | #DIV/0! |
| Poverty Level | 0 | #DIV/0! |
| Total Clients in Cluster 2: | 0 | |

**Please briefly discuss what efforts the AAA is taking in FY22 and FY23 to reduce the percentage missing in each area to 5% or less.**

The AAA continues to monitor and encourage all staff to accurately input all data into the database in order to reduce the percentage missing in each area to 5% or less. These totals are zero because FCSSD did not provide congregate dining or transportation in FY2021

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*Service Needs Form C*

**Chart 1 – Client Satisfaction and Meal Feedback**

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

| Frederick County | Home Delivered Program | | |
|---|---|---|---|
| | Number of clients responding "Yes" | Total responses | Year |
| Rate meal quality good to excellent | 201 | 257 | 2021 |
| Would recommend the service to a friend | 243 | 257 | 2021 |
| Service helps them eat healthier foods | 231 | 257 | 2021 |
| Service helps improve their health | 216 | 257 | 2021 |
| Service allows them to see friends or socialize more | 108 | 257 | 2021 |
| Service allows them to remain living in their home | 233 | 257 | 2021 |
| Do you find the virtual or print Nutrition information (newsletters, flyers, etc.) helpful? | 0 | 0 | 2021 |
| How satisfied are you with overall nutrition services? | 0 | 0 | 2021 |
| Total | 1232 | 1542 | |

**Chart 2 – Summary of Estimated Ser**

| Home Delivered Meals | | | |
|---|---|---|---|
| | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated |
| Total Meals | 102,664 | 129,179 | 129,000 |
| NSIP Meals | 94,554 | 120,398 | 120,500 |
| Unduplicated clients | 524 | 947 | 947 |
| Unduplicated Volunteers | 223 | - | 2 |
| Nutrition education units | 4407 | 6185 | 6100 |

| | | | |
|---|---|---|---|
| Number of persons served at high nutritional risk | 357 | 398 | 283 |

**Chart 3 - Average Costs & Donations Across All Cont**

**Home Delivered Meals**

| | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
|---|---|---|---|
| Cost/meal | $3.96 | $6.19 | $3.09 |
| Donation/meal | $0.24 | $0.23 | $0.23 |

**NOTES: (1)** A contractor is an organization or business that is contracted to provide meals which a provider org contractor is a caterer.

**(2)** A Provider is an organization or person which provides services to clients under a formal contractual arrange Meals on Wheels organization which has an agreement with a AAA to deliver meals to clients, perform assessm may function as both a contractor and a provider

**Chart 4 - Mandatory Monitoring and Screening Planned FY2023**

| | **Home Delivered** | **Congregate** |
|---|---|---|
| Number of meal providers (2) | 3 | 1 |
| Planned AAA staff monitoring visits **per meal provider** | 1 | 1 |
| Planned number of nutrition education topics/programs (3) | 2 | 2 |
| Planned number of annual assessments per home delivered meal participant. (Response is likely 1 or 2 based on annual or semi-annual assessments) | 1 | |
| Percent of participants who will be asked to complete a nutritional screening (5) | 100 | 100 |

**NOTES: (3)** for example, Calcium education materials = 1 topic; please **do not list the number of service units** anticipated

**(4)** reference: Most Current APD

**AAA: Frederick County**

te meals, respectively, and indicate the year of
ıcluded in your client satisfaction data

| Congregate Program | | |
|---|---|---|
| Number of clients responding "Yes" | Total responses | Year |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | 2021 |
| 0 | 0 | |

**vices FY 2022 and 2023**

| | Congregate Meals | | | | |
|---|---|---|---|---|---|
| FY 2023 Estimated | | FY 2020 Actual | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
| 129,197 | Total Meals | 3,717 | - | 3700 | 3700 |
| 120398 | NSIP Meals | 3,531 | - | 3531 | 3531 |
| 950 | Unduplicated clients | 307 | - | 307 | 307 |
| 5 | Unduplicated Volunteers | 20 | - | 10 | 10 |
| 6100 | Nutrition education units | 614 | 0 | 614 | 614 |

| | | | | | |
|---|---|---|---|---|---|
| 283 | High nutritional risk | 36 | 0 | 36 | 36 |

ractors (1)

| Congregate Meals | | | |
|---|---|---|---|
| | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
| Cost /meal | $0.00 | $5.11 | $5.11 |
| Donation / meal | 0 | 0 | $1.00 |

ganization or contractor delivers to participants. An example of a

ment with an AAA or State Unit on Aging. An example is a
ents, and similar non-catering services. Some organizations

| Chart 5 - Closing or Opening of Congregate Meal Sites | | | |
|---|---|---|---|
| Name and **complete address (street, city, zip)** of site | Opening in FY2023 | Closed in FYs 2022 | Closing in FY2023 |
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**Service Needs Form D - Health Promotion** **2023** **AAA:** Frederick

# Non-Evidence-Based Health Promotion

**Chart 1: Actual and Projected Non-Evidence-Based Health Promotion Programs** (i.e. programs that do not meet the ACL definition for Evidence-Based; Title III-D funding may not support these programs)

| FY2021 | FY2022 | FY2023 |
|---|---|---|
| (A) Actual Persons Served (Autofill) | (A) Projected Persons Served | (A) Projected Persons Served* |
| 743 | 743 | 743 |

*SNF B health promotion should equal evidence-based programs, plus non-evidence-based programs

# Evidence-Based Health Promotion

**Chart 2: FY2023 Actual and Projected Evidence-Based Health Promotion Programs** (includes all funding sources) -- Note: Title III-D funds may only support the highest-tier evidence based programs (as defined by ACL), provided without a fee. This chart is limited to programs that meet the Title III-D requirements, regardless of funding source.

| (A) Name of Program Please include *all* Title III-D-eligible evidence-based programs, even if not funded by Title III-D | If "Other" in column (A), please type name of program offered in this column | (B) Unduplicated Persons Served **with** Title III-D funds | (C) Number of Sessions funded **with** Title III-D funds (for example, a single CDSMP offering = 6 sessions) | (D) Unduplicated Persons Served **without** Title III-D funds, if any | (E) Number of Sessions funded **without** Title III-D funds, if any | (F) Amount of Title III-D funding, if any | (G) Amount of other funds, if any. | (H) Total persons served (Column B + D)* | (I) IIID Funding Per Person Served |
|---|---|---|---|---|---|---|---|---|---|
| *Powerful Tools for Caregivers* | | 40 | 24 | 0 | 0 | $ 7,800.00 | | 40.00 | $ 195.00 |
| *Other* | Trualta eLearning Portal | 2500 | 5000 | | | $ 21,317.00 | | 2,500.00 | $ 8.53 |
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| | | | | | | | | - | #DIV/0! |
| | | | | | | | | - | #DIV/0! |
| | **Actual FY21 (automatic)** | **38** | **25** | | | | | | |
| | **Projected FY22 (input)** | *enter projections here* | *enter projections here* | | | | | | |
| | **Total - Projected FY2023 (automatic)** | 2,540.00 | 5,024.00 | - | - | $ 29,117.00 | $ - | 2,540.00 | #DIV/0! |

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*Service Needs Form E*

## OMBUDSMAN PROGRAM DATA

FY 2023 AAA: Frederick County

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

| Type of Facility | 10/1/20 - 9/30/21 (Actual) | 10/1/21 - 9/30/22 (Projected) | 10/1/22 - 9/30/23 (Projected) |
|---|---|---|---|
| # of Nursing Homes (NH) | 9 | 8 | 8 |
| # of NHs visited at least one time (per year) | 0 | 8 | 8 |
| % of NHs visited at least one time (per year) (autofill) | 0.00% | 100.00% | 100.00% |
| # of Assisted Living Facilities (ALFs) | 20 | 21 | 22 |
| # of ALFs visited at least one time (per year) | 0 | 21 | 22 |
| % of ALFs visited at least one time (per year) (autofill) | 0.00% | 100.00% | 100.00% |

2. Cases and Complaints Data

| | 10/1/20 - 9/30/21 (Actual) | 10/1/21 - 9/30/22 (Projected) | 10/1/22 - 9/30/23 (Projected) |
|---|---|---|---|
| # of NH Cases Closed | 11 | 22 | 35 |
| # of NH Complaints Closed | 11 | 14 | 19 |
| # of ALF Cases Closed | 4 | 9 | 14 |
| # of ALF Complaints Closed | 5 | 10 | 15 |

*Service Needs Form E (Continued)*

## OMBUDSMAN PROGRAM DATA

3. Ombudsman Program Activities AAA: Frederick County

| | 10/1/20 - 9/30/21 (Actual) | | | 10/1/21 - 9/30/22 (Projected) | | | 10/1/22 - 9/30/23 (Projected) | | |
|---|---|---|---|---|---|---|---|---|---|
| | NH | ALF | Total | NH | ALF | Total | NH | ALF | Total |
| a) # of Volunteers (designated and non-designated) | | | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| b) # of Training Sessions for Facility Staff | 0 | 0 | 0 | 2 | 2 | 4 | 4 | 4 | 8 |
| c) # of Information and Assistance to Facilities | 27 | 23 | 102 | | | 50 | | | 75 |
| d) # of Information and Assistance to Individuals | 50 | 48 | 201 | 100 | 100 | 225 | 115 | 115 | 230 |
| e) # of Surveys Involved In | 3 | 1 | 4 | 6 | 3 | 9 | 8 | 5 | 13 |
| f) # of Sessions with Resident Councils | 9 | 3 | 12 | 11 | 5 | 16 | 13 | 7 | 20 |
| g) # of Sessions with Family Councils | 2 | 1 | 3 | 3 | 2 | 5 | 4 | 3 | 7 |
| h) # of Community Education Sessions | 6 | 3 | 9 | 4 | 4 | 4 | 4 | 4 | 4 |

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*Service Needs Form F*

# LEGAL ASSISTANCE PROGRAM DATA

**FY 2023** **AAA: Frederick County**

## IIIB Provider Outreach Activities

| Location | *Description of Community Outreach Topic* *(i.e. - overview of Legal Assistance Program/Services, Advance Directives, Power of Attorney, scams, Money SMART for Older Adults, etc.)* |
|---|---|
| Salvation Army Expungement Clinic, Grace United Methodist Church, 25 E. 2nd Street, Frederick | Bi-weekly clinic for individuals seeking advice concerning community resources, housing, expungement. Most attendees, per Legal Aid staff are older adults. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

## Additional Legal Services (non-contracted IIIB providers)

*Please list services provided outside of contracted service providers' activities.*

| Contributor | *Description of Service Provided* *(i.e. - pro-bono assistance with advance directives on Law Day)* |
|---|---|

| | |
|---|---|
| Frederick County State's Attorneys Office | Virtual presentations about scams, fraud and abuse. |
| Adult Protective Services | Overview of purpose of the program, governing COMAR regulations and services offered. |
| Project SAFE | Presentations will be offered to representatives from various financial institutions about financial exploitation. A limited number of Project SAFE brochures will be |
| Frederick County Sheriff's Office | Produced a video targeted at older adults about scams and how to protect financial resources. Shared on County website and social media. |
| | |
| | |
| | |
| | |
| | |

## Actual Legal Services Data for Federal Fiscal Year 2022

| Time Periods | Total Number of Open Cases | Total Number of Closed Cases |
|---|---|---|
| 10/1/2021-12/31/2021 | 22 | 27 |
| 1/1/2022-3/31/2022 | 38 | 15 |
| 4/1/2022-6/30/2022 | 6 | 0 |
| 7/1/2022-9/30/2022 | Information is not available | Information is not available |

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*Service Needs Form G*

| GUARDIANSHIP PROGRAM DATA | | |
|---|---|---|
| FY 2023 | AAA: Frederick County | |
| **Avoidance Activities** | | |
| *Number of Education/Training Events/Sessions:* | Audience (family members, hospital/NH/ALF staff, etc.): | Topic(s) (i.e.: surrogate decision making, advance directives, overview of guardian responsibilities, appropriate referral process |
| 10 | Community, family | Advanced Directives, POA importance |

*Service Needs Form G (Continued)*

**GUARDIANSHIP PROGRAM DATA**

FY 2023 AAA: Frederick County

| Actual and Projected Guardianship Data for State Fiscal Years | | | | | | Household Status | | |
|---|---|---|---|---|---|---|---|---|
| Time Periods | Total Number of Guardianship Cases | Number of NEW Guardianship Cases | Number of Closed Cases | Number of Cases Avoided | Number of Medical Consultations | Living Alone | Living with Others | Living in LTC Facilities |
| 7/1/2020 - 6/30/2021 (Actual) | 14 | 2 | 2 | 25 | 0 | 0 | 1 | 13 |
| 7/1/2021 - 6/30/2022 (Estimated) | 12 | 3 | 2 | 41 | 0 | 0 | 0 | 12 |
| 7/1/2022 - 6/30/2023 (Projected) | 16 | 4 | 3 | 40 | 0 | 0 | 0 | 16 |

****Please provide a brief description of any trends resulting in a significant change in the number of petitions and/or appointments (i.e. – a local entity filing a high percentage of the recent cases):**

| | |
|---|---|
| **Number of Case Managers:** | **1** |
| **Average Number of Wards per Case Manager:** | **14** |
| **Comments:** | |

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*Service Needs Form H*

## NATIONAL FAMILY CAREGIVERS SUPPORT PROGRAM

**FY 2023** **AAA: Frederick County**

**Family Caregivers of Older Adults ONLY**

| Service Category | Projected Units of Service | Number of Unduplicated Caregivers Served | Number of Unduplicated Providers |
|---|---|---|---|
| Education/Training/Support | 62 | 16 | 4 |
| Respite Care | 4000 | 75 | 0 |
| Supplemental Services | 960 | 46 | 0 |
| Access Assistance | 8000 | 500 | 6 |
| Information Services | 57 | 1200 | 2 |
| TOTAL | **13079** | **1837** | **12** |

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

## NATIONAL FAMILY CAREGIVERS SUPPORT PROGRAM

### Grandparent Caregiver Program

| Service Category | Projected Units of Service | Number of Unduplicated Caregivers Served | Number of Unduplicated Providers |
|---|---|---|---|
| Education/Training/Support | 0 | 0 | 0 |
| Respite Care | 35 | 1 | 0 |
| Supplemental Services | 0 | 0 | 0 |
| Access Assistance | 16 | 4 | 2 |
| Information Services | 0 | 0 | 0 |
| TOTAL | **51** | **5** | **2** |

**Please note that the 10% funding cap has been removed from NFCSP's for support services to older relative caregivers of children and young adults with severe disabilities.**
***The local 25% matching funds requirement still remains.**

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*Service Needs Form I*

# MARYLAND ACCESS POINT OPERATIONS DATA

**FY 2023** **AAA: Frederick County**

**Chart 1 - Information and Assistance**

| Service Categories | Units of Service | | | # of Unduplicated People Served | | |
|---|---|---|---|---|---|---|
| | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
| INFORMATION | 8313 | 10000 | 12500 | | | |
| REFERRAL | 1167 | 1200 | 1600 | | | |
| ASSISTANCE | 1754 | 1900 | 2300 | 872 | 1000 | 1300 |
| Application Assistance | 772 | 900 | 1300 | | | |
| Related to CFC/CPAS | 0 | 0 | 0 | | | |
| Related to the Waiver/Registry | 0 | 0 | 0 | | | |
| Other Applications | 772 | 900 | 1300 | | | |
| Total # In-depth Interviews for LTSS | 609 | 700 | 1100 | | | |
| With written Action Plan for LTSS (subset of above) | 27 | 75 | 100 | | | |
| Arranging private pay services | 0 | 0 | 0 | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **All other assistance** | 346 | 400 | 700 | | | |
| **FOLLOW-UP*** | 248 | 300 | 550 | | | |
| **Totals** | **11482** | **13400** | **16950** | | | |

***Follow up - Units of service must be equal to or greater than the number of unduplicated people receiving assistance***

*Service Needs Form I (Continued)*

# MARYLAND ACCESS POINT OPERATIONS DATA

**FY 2023** **AAA: Frederick County**

**Chart 2 - Population Served (Assistance Only)**

| Description | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
|---|---|---|---|
| Adults ages 60+ | 782 | 800 | 1200 |
| Ages 21-59 | 82 | 100 | 200 |
| Age 20 or below | 3 | 10 | 15 |
| Unknown Age | 5 | 0 | 0 |
| Total (Unduplicated) | 872 | 910 | 1300 |
| | | | |
| Physical Disabilities | 145 | 150 | 200 |
| Intellectual/Developmental Disabilities | 29 | 5 | 10 |
| Mental/Substance Use Disorders | 116 | 150 | 200 |
| Traumatic Brain Injury | 39 | 75 | 100 |
| Dementia/Alzheimer's and Related Disorders | 63 | 100 | 150 |

| | | | |
|---|---|---|---|
| **Veterans (60+)** | 39 | 75 | 100 |
| **Informal Supports/Caregivers** | 74 | 555 | 800 |

*Service Needs Form I (Continued)*

# MARYLAND ACCESS POINT OPERATIONS DATA

**FY 2023** **AAA: Frederick County**

**Chart 3 - Staffing**

| Category | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
|---|---|---|---|
| FTE Staff for MAP | 2.5 | 3 | 5 |
| Volunteers for MAP | 0 | 0 | 0 |
| AIRS Certified Staff | 3 | 4 | 5 |
| How many staff are performing Options Counseling? | 3 | 4 | 5 |
| How many certified staff are performing Options Counseling? | 2 | 3 | 4 |
| How many staff have received Person Centered Counseling Training? | 2 | 3 | 4 |

***Please follow the federal fiscal year (October 1 through September 30).***

*Service Needs Form I (Continued)*

# MARYLAND ACCESS POINT OPERATIONS DATA

**FY 2023**

**Chart 4 (will contain duplicates)** **AAA: Frederick County**

| Part IV: Topics Identified | FY 2021 Actual | FY 2022 Estimated | FY 2023 Estimated |
|---|---|---|---|
| Abuse | 21 | 50 | 85 |
| Assisted Living Facilities/Nursing Homes | 71 | 75 | 110 |
| Assistive Technology | 13 | 25 | 50 |
| Caregiver Support Services | 222 | 300 | 400 |
| Employment | 2 | 10 | 30 |
| General Information | 1237 | 1200 | 1600 |
| Health/Health Related | 778 | 800 | 1000 |
| Housing | 104 | 150 | 250 |
| Income/Financial Resources | 366 | 400 | 600 |
| In-Home Care | 375 | 400 | 550 |
| Legal | 42 | 75 | 120 |

| | | | |
|---|---|---|---|
| **Leisure** | 10 | 25 | 60 |
| **Nutrition/Food** | 516 | 600 | 800 |
| **Prescriptions/Pharmacy/Assistance** | 218 | 250 | 400 |
| **Transportation** | 44 | 50 | 100 |
| **Utility Assistance** | 32 | 50 | 125 |
| **Totals (includes duplicates)** | **4051** | **4460** | **6280** |

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*Service Needs Form J*

# ELDER ABUSE PREVENTION PROGRAMS

**2023** **AAA:** Frederick

## Education/Training and Outreach

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

The Frederick County Older Services Division, in cooperation with the Frederick County States Attorney's Office will host three presentations in recognition of World Elder Abuse Awareness Day. The States Attorney's office will discuss common fraud and abuse tactics targeting older adults and ways to avoid being a victim. An overview of Adult Protective Services will also be offered. In addition, a shred truck will be available so Frederick County older adults can ensure that documents containing senstive information can be safely disposed of. A brochure abou scams, identify theft and fraud will be distributed during these events.

### Indicate the actual number of training, education and outreach activities:

| | Number of Activites | Total Number of Attendees |
|---|---|---|
| Activities directed to seniors who live in the community | 3 | 15 |
| Activities directed to seniors who live in institutional settings | 0 | 0 |
| Activities directed to professionals | 0 | 0 |

### Indicate the projected number of training, education and outreach activities:

| | Number of Activites | Total Number of Attendees |
|---|---|---|
| Activities directed to seniors who live in the community | 5 | 20 |
| Activities directed to seniors who live in institutional settings | 5 | 20 |
| Activities directed to professionals | 1 | 10 |

## Coordination

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

**A.** **Yes** [XX] **No** [ ]

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

The Elder Abuse / Vulernerable Adult (EAVA) multi-disciplinary group met monthly prior to the pandemic. However, it ceased meeting as a result of the pandemic and has not resumed. There are discussions about re-starting the group.

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

**A.** **Yes** [XX] **No** [ ]

**COMPREHENSIVE PLAN OF SERVICES**

1. *Overview*

The Area Agency on Aging, Frederick County Senior Services Division of Frederick, Maryland, is responsible for providing services for a planning and service area (PSA) that incorporates all of Frederick County, including the City of Frederick, one of the larger cities in the state and the County seat.

Frederick County is the largest county (geographically) in the state with a landmass of 664 square miles. The County's workforce commutes to the Baltimore/Washington metropolitan areas, although the local economic development office continues to bring business and corporations to the area, thereby increasing the tax base and local job opportunities. Agriculture/farming has been a mainstay in Frederick County for many years.

According to the United States Census, as of July 1, 2021, Frederick County's total population is estimated at 279,835 people. The number of older adults age 60+ in Frederick County is estimated at 60,000 (*US Census Bureau*) and is growing at a rate three times that of the overall population *(MD Department of Planning).* As a result, the proportion of the County's population that is older is growing larger. According to the United Way's ALICE Report (Asset Limited Income Constrained Employed), 52% of the 65+ households cohort are ALICE, 9% (approximately 3,000 people) of the cohort are at federal poverty level (FPL). Approximately, 7,000 households comprise the remainder. This segment of the population has difficulty making ends meet. In FFY'21, the Division served 16.2% of the low-income older adults in Frederick County and 17% of the minority older adult population.

The AAA plans to maintain the Virtual 50+Center even after the bricks/mortar centers reopen. Our fifth senior center affords the Division an opportunity to:

- Address overcrowding issues
- Permit individuals who are unable to attend in person to participate in programs offered at the centers
- Permit centers with interested participants (but not enough to host a class) to provide space for them to join a class at another center
- Offer on-line only sessions, at new times and days to accommodate caregivers and working older adults (For example: a 7:30a Yoga class, or an 8:30p meditation session, or a Saturday Zumba class).

Recently, the Division partnered with the Lewy Body Dementia Association to show the documentary, *SPARK,* featuring Robin Williams and his wife, Susan. The movie follows Mr. William's journey as he battled Lewy Body Dementia. The documentary aired on several occasions with an average reach of about 500 people. Registrations for the movie came from all over the country, Canada and Abu Dhabi.

2. *FY 2023*

Over the last several years, the Senior Services Division's ability to assist older adults has been challenged by limited resources, both in the community and limited staff. The number of citizens who need help has grown tremendously and the state mandated requirement to serve people age 18+ who have a disability (36%, *MD Department of Planning, Maryland State Data*

*Center*) has affected the Division's ability to provide timely and necessary assistance. The increase in another age group, those 85 and over presents a different kind of challenge. Over the next 25 years, the 85 and over age group in Frederick County will almost quadruple (*Maryland Department of Planning, Maryland State Data Center*). In addition, the 2018 *Frederick County Human Needs Assessment* points to 2016 American Community Survey data showing that poverty among persons 65 and older living alone in the county is nearly triple that of those living with family. The report concludes that with these increases in population and poverty, "the number of seniors in need of income assistance and other related services will also increase." This group is more likely to need in-home services, long-term care and be dependent on family members to remain in the community. A higher proportion of this age group suffers from various forms of dementia. The result is a growing demand need for support services, to which the Frederick County Senior Services Division is responding based upon current staff and available resources. Use of contracts with community vendors (i.e. Legal Aid, support group facilitator) provide supportive services and are an effective means of helping the target population ( individuals with greatest economic and social need, at risk for institutional placement, older minority individuals, those with limited English proficiency and those who live in rural areas).

The Senior Services Division remains committed to serving older adults with the highest quality of services and with a focus on person centered, consumer directed care options. Division staff is taking greater strides to reach out to the community by hosting virtual Information and Assistance (I&A) events at the senior centers, in municipalities, and older adult housing communities and complexes. Regular events at these locations will continue in order to assist older adults with the completion of government benefit applications, provide health insurance counseling about insurance invoices and Explanation of Benefit forms. The staff (known as Service Navigators) offers resolutions and recommendations to older adults and their family members as they attempt to navigate what can be considered complex governmental systems.

The Senior Services Division purchased a subscription to the email marketing platform *Constant Contact*. *Constant Contact* creates engaging emails to inform constituents about available programming and services. In addition to the emails, *Constant Contact* also provides Senior Services with reports, including on how recipients engage with the messages. The Caregiver program has used *Constant Contact* for distribution of the program's monthly newsletter. Other programs will begin using the subscription over the next year.

Frederick County continues to explore options concerning our ability to collect and analyze data in order to make data informed decisions. Frederick County's IIT Division continues to develop a database, called the Senior Services Integrated Operating System (SSIOS), which addresses local needs and will support reporting requirements at the state and federal level. Ongoing development and testing is underway and it should be operational in about one year. The use of American Rescue Plan funds will be used to hire a contractor to assist with the development of the SSIOS. A database application that satisfies not only the transactional reporting required by MDoA and satisfies the evidence-based data demands related to the value of services will:

- Enable the collection of data for performance outcome measures
- Provide for an evaluation of services and gaps in service
- Promote customer satisfaction
- Document trends/changing needs

- Promote the ability to create informative dashboards that promote consumer transparency (How the program/activity adds value to the individual/community? How can we measure the value that is added? What data do we need to measure it)?

Meanwhile, the Division is making the transition from NAPIS to the Older Americans Act Performance System (OAAPS) and has been working with Saber Corporation to ensure that the existing database currently used by the Division captures the reporting elements of OAAPS. The County's software developer has been involved in the OAAPS trainings to ensure the SSIOS database also captures the requirements of OAAPS.

As noted in area plans from previous years, gaps in services or consistent unmet needs continue this year:

- A significant increase in the number of older people who need affordable housing. The waiting list for subsidized housing in the County is over 400 persons, and clients of the Division often wait years to obtain a Section 8 subsidized apartment. Rents in Frederick County are higher than what many older adults can afford. In fact, according to the US Census Bureau, 52% of adults age 60+ in Frederick County are housing cost burdened, spending more than 30% of their income on rent.
- More seniors are unable to afford necessities, including utilities, medication and food.
- A growing number of individuals with intellectual disabilities and behavioral health disorders who are seeking services and assistance. Increasingly, this group includes adults of all ages.
- More applicants in different stages of dementia are seeking services. The County has few affordable supervised care facilities for these individuals. This has become of significant note for Guardianship clients.
- New barriers for older adults seeking access to health care. Primary care physicians in the County are less willing to accept new Medicare patients. This is a major issue, given the growth of the Medicare eligible population.
- A change in nutrition needs as the number of frail elderly in the County grows. Enrollment in the home delivered meals is growing, while the congregate program numbers continue to decrease.
- An increase in older adults, families and caregivers with complex needs who require assistance navigating systems. These clients often require advocacy, case management and close coordination by the Division with other service agencies. The Division does not have a sufficient number of staff members to provide regular case management for some clients, many of whom do not have family support.
- Patients discharged from the local hospital who need help transitioning to community-based services.
- Long-term clients aging in place who need more in-home services or a more structured environment but lack the funds to purchase these services.
- Lack of transportation services. The County has limited public transportation options, and volunteer transportation alternatives struggle to keep up with demand.
- Access to affordable dental care for seniors without insurance
- The number of homeless and/or older adults with chronic disease, dementia and behavioral health overlays is another challenge for service provision.

### 3. *FY 2023 Plans for Targeting Priority Populations*

The Frederick County Senior Services Division continues to use its resources to target seniors in greatest social and economic need for services. The Division focuses particular attention on low-income older minority individuals, older individuals residing in rural areas and older individuals with limited English proficiency. We accomplish this by working with area houses of worship whose congregations are predominately minority populations and with local multi-cultural organizations such as the Asian American Center, Spanish Speaking Community of Maryland and Centro Hispano. Although we see limited minority seniors who use current Division facilities, by collaborating with organizations like these whose purpose is to serve the growing minority populations, the Division can increase its competency in serving older adults of other nationalities through the community partners where these seniors are more comfortable. There are limited senior services available for the growing immigrant/minority populations in Frederick County and we want to work closely with organizations who serve these populations to close this service gap. By increasing access to services for non-English speaking clients, we hope to provide for their overall quality of life.

Frederick County's total Native American population is small; approximately 0.4% of the total population (*MD Department of Planning, Maryland State Data Center*). The Division is ready to provide services to this community to assure that Native Americans benefit from the same programs as other older adults in this planning and service area.

Frederick County Government has a contract with a local provider for interpreting services. The Senior Services Division uses this contract in an effort to communicate more effectively with people for whom English is not their primary language. Recently, the Division established an account with a firm that specializes in immediate translation services when the low English proficiency (LEP) caller is on the phone. This enables the staff person to connect with a translator so that the caller's needs are communicated in the language of their choice.

State Health Insurance Program (SHIP) staff visits neighborhoods and areas in the northern and southern geographic areas of the County to talk with Medicare beneficiaries who may be eligible for benefits but have not enrolled in them.

The Division is also responding to the increase in limited English speaking seniors in the County. The Urbana Senior Center hosts participants who converse in 17 different languages and has hosted ESL (English as a Second Language) classes for participants interested in improving their language skills.

*Advisory Board*

The Frederick County Executive has appointed a Senior Services Advisory Board, which as provided by the Older Americans Act, serves as an advisory body to the County Executive and to the Senior Services Division. Members are appointed by the County Executive and confirmed by the County Council. Currently, in order to become a member of the Senior Service Advisory Board, a person:

- Must have a demonstrated interest in aging issues in the County
- Be a registered voter of Frederick County.

In addition, the advisory board's bylaws state that members' qualifications include:

- At least 50% must be 60 years of age or older
- Members must represent the geographic areas of the County, with no more than 50% being residents of Frederick City. The bylaws require that to the extent possible, all five Council districts should be represented on the advisory board.
- No more than 20% of the members shall be providers of aging services in the County. The advisory board may use their discretion to determine the definition of a provider.

Until the pandemic occurred, the advisory board met on the 2nd Monday of every month and the executive committee, composed of the Chair, Vice Chair, an at large member and immediate past Chair (if applicable) meet to determine the agenda. The Executive Committee has the authority to act for the advisory board between meetings if action or a decision is necessary prior to the next meeting. Since the pandemic started, the advisory board has been quarterly, via WebEx. The schedule was changed in January 2022 to bi-monthly meetings.

The Senior Services Advisory Board continues to advocate for senior services in Frederick County and the executive committee has created five workgroups that further the mission of the Commission and help improve aging services in Frederick County. They include:

1. Communications
2. Living Well in Place
3. Public Policy
4. Business Task Force
5. Health and Wellness

The Senior Services Advisory Board does not provide direct services to older adults; however, the advisory board does promote the well-being and quality of life of older adults in the County. A strategic planning meeting was held in April 2022 to discuss future activities of the advisory board. In recognition of Older Americans Month, volunteers from the Frederick Art Club made a presentation about Claire McCardell, a renowned former Frederick resident, who changed the way women dressed – adding pockets to clothing and making them more comfortable for the everyday woman. In addition, the advisory board has become more active in advocating for items like the Division's operating budget and Capital Improvements Plan by sending emails to elected leaders, attending public hearings on behalf of the Division to ensure that their voices are heard on issues affecting the older adult population in Frederick County.

(Membership list is attached).

*4. Coordination Among AAA Programs with Other Partners*

The Division has significant relationships with other agencies to meet unmet needs. In fact, the Division has over 100 formal and informal partnerships with organizations throughout the County. (i.e. Division of Assessments and Taxation, Parks and Recreation, Emergency Management Services, Rebuilding Together, United Way, institutions of higher education). Inter-agency referrals between this Division and faith based and other community partners continue to grow as public and private organizations collaborate to complement the array of services available to persons in the County. Since the Division cannot solely be responsible for all services to seniors, we know that other agencies in the County are also addressing the services and needs of older adults, and we work cooperatively to ensure communication flows back and forth.

The Division is working with its partners to address emerging needs as follows:

- Meetings with families and care providers occur regularly and the Division, through the Information and Assistance (I&A) and caregiver programs, provides information and application assistance to low income older adults in order to facilitate their access to food stamps, housing options, transportation, energy assistance, tax credit programs and healthcare services. These services as well as other community resources are listed in the Division's resource guide.
- *Stroke Smart Frederick* – the Division is working with the health department and local hospital to help educate citizens (but primarily older adults) about the signs and symptoms of a stroke.
- The Frederick County Government is piloting a *Third Party Notification Program*. This program is the result of a situation uncovered by the Division's MAP program where an individual did not pay his property taxes on a home he owned and the property was sent to the tax sale. The Third Party Notification program permits an older adult, or individual with a disability, to designate a third party to receive copies of their real estate tax bill. The third party designee is not responsible for payment of the taxes or delinquencies, but agrees to check on the property owner to be sure that the tax notices have been received and encourages the importance of prompt payment. The third party designee could be a relative, friend, neighbor, or someone else who the property owner chooses.
- Information about and referral to community partners about the need for advance care planning, understanding long term care, and referrals to the local hospital for participation in fall prevention programs.
- Service Navigators offer assistance in the completion of food stamp, housing and energy assistance applications.
- Some Division staff will meet with representatives of the Frederick Center, which is a non-profit organization that serves the Lesbian, Gay, Bisexual, Transgender and Queer communities (LGBTQ). They are interested in learning more about Division activities and programs for their retired members.

**a. Interagency Committee (IAC)** – The IAC, composed of the Health Officer, Director of Social Services and the AAA director approve the Senior Care annual plan. A separate MAP committee meets bi-monthly to review the status of mutual clients, issues in the community and serves as a brainstorming opportunity for representatives.

**b. Community Based Services to Promote Independence** – The AAA works in a coordinated manner with the Senior Care program and the home delivered meal programs. Case managers (Senior Care, home delivered meals/Meals on Wheels, Community Options Waiver, AERS) are in regular communication and provide information about clients to ensure they receive any available resources. This confidential flow of information helps prevent duplication of services.

**c. Case Management** – The Frederick County Senior Services Division provides comprehensive and transitional case management services for specified programs as required (Community Options Waiver [CoW], Senior Care, Community First Choice [CFC], Public Guardianship). The AAA also refers persons to private business entities who offer case management if requested. Case management services through Senior Care and supports

planning through CFC and CoW are separate entities and do not provide services to the same clients. However, these programs do provide assistance so that clients can benefit from all programs for which they are eligible, but does not overlap any ongoing case management service that may be covered through those programs.

Through the Maryland Access Point (MAP) program, this AAA can assist Frederick County older adults, persons with disabilities and the family members or caregivers who support them. MAP is a single point of entry for access to a Level I screen, information, referral, and awareness; options counseling, advice, and assistance; streamlined eligibility determination for public programs, and person-centered transition support. This approach to accessing long-term supports and services has a direct impact on case management. The Division's person-centered approach is generating an increase in requests for services, and is changing the way the Division operates its programs on a day-to-day basis. During the last year, MAP staff and advisory members have assisted with providing food resources, other than the traditional outlets for food. Emergency shelter, past due bills, COVID testing and vaccination assistance have also been provided.

Representatives from the SHIP/SMP/MIPPA program gather at senior centers one day each month or host virtual appointments to assist with completion of government benefit applications and to answer questions. Appointments are also offered at several older adult communities and a homeowner's/renters tax credit component has been added to the program. Staff continues to assist with the completion of government benefit applications (i.e. QMB/SLMB, MEAP, LIS) Medicare Part D counseling, health insurance assistance and provide limited case management. In FFY'21, health insurance staff helped Medicare subsidy applicants collectively save almost $1,400,000 and during Medicare Part D Open Enrollment, of those individuals who realized savings, the average savings was $1,545 and collectively $285,871.

Frederick County offers long-term care case management through the Community Options Waiver for Older Adults. One case manager is responsible for recruiting and helping to enroll providers as well as enrolling eligible nursing home participants who wish to return to the community. The coordinator follows their progress through the application process and conducts quarterly reviews to ensure that the client continues to receive needed services under the Waiver as physical condition warrants.

As case management has transitioned to a person-centered model, most clients require more time and support from the case manager. To the extent that community resources allow, the supports planner will continue to coordinate community resources and supports from various programs and payment sources to assist applicants and participants in developing a comprehensive plan for community living, coordinate the transition from an institution to the community, and maintain community supports throughout the client's participation in services.

d. **Mental Health Services**

The Division continues to work with non-profit agencies that provide mental health services to increase public awareness of mental health issues, and remove barriers to diagnosis and treatment. Mental health screenings are offered at health fairs and in workshop settings. Title IIIB funds are not used for mental health services.

Several Division programs, including the State Health Insurance Program (SHIP), Guardianship, elder abuse and Maryland Access Point (MAP) coordinate with mental health services but for some clients, the ability to access those services, because of the restrictive limitations (sometimes due to the type of funding) of the program, make it difficult to receive services. It is also noteworthy that very few long-term care facilities are willing to admit a resident with significant behavioral issues.

Frederick County Government (through a partnership with Sheppard Pratt, Frederick Health Hospital and the Frederick County Health Department) continues to provide 24/7 integrated services. Mental health professionals are available to respond to a person in crisis, such as addiction, suicidal thoughts or homelessness. This is an especially needed service, not only for older adults, but also for all citizens of the County who need crisis intervention and support.

The Division refers older adults to the local Mental Health Association's (MHA) walk- in crisis center or Way Station's Mobile Crisis unit if immediate counseling is needed. These services can help deter hospital stays, help solve immediate issues, and guides the consumer to other community resources for possible solutions.

The Frederick County Health Care Coalition, Frederick County Health Department, and Frederick Health Hospital announced that the 2022-2025 local health improvement priorities for Frederick County are:

- Adverse Childhood Experiences (ACEs) in adolescents
- Diabetes, Type 2
- Mental Health

The next step in building community health involves bringing together members of the public and community partners to form Local Health Improvement Planning Workgroups, where ideas are turned into action. The Senior Services Division is taking lead on the Mental Health Workgroup focused on developing Community Engagement.

e. **Emergency Preparedness Plan**

As an agency within Frederick County Government, the Division's emergency preparedness plan is dictated by the County's Emergency Operations Plan. The Division's role in carrying out the plan is determined by the Emergency Management Division. In this County, the Senior Services Division assists whenever needed, depending on the nature of the emergency and the expected duration. A Continuity of Operations Plan (COOP) has been prepared, and is regularly updated to ensure it is relevant and current.

*Older Adult Education* – On at least a quarterly basis, the Division provides information and education about sheltering in place, supplies to have on hand during extreme temperatures, and the need for a personal plan for older adults via printed material as well as on our webpage (http://www.frederickcountymd.gov/158/Senior-Centers). Our caregiver and e-newsletters also provide information and education to caregivers, to those on our distribution lists, and we maintain a presence on social media networks to help remind people about the need to be prepared. Finally, the AAA provides information to homebound clients by placing educational inserts with meals and when home visits are made to clients.

*Outreach Initiative* – In coordination with the American Red Cross chapter, other County divisions, faith based communities, , non-profit organizations who work with persons with disabilities and those with limited English proficiency, the Division continues to coordinate and provide information so that older adults who may not be known to aging services can gain access to information through their trusted resources. A data system (Everbridge) is in place that sends alerts to home delivered meal clients (and their emergency contact person) if meals will not be delivered due to poor weather conditions.
*Facility Identification* - Frederick County's emergency preparedness division has identified several locations/facilities throughout the County that can be used as shelters if needed, and other publicly owned locations that can serve as warming/cooling centers when weather conditions warrant.
*Personnel Resources and Training* – Most Division staff have taken and successfully passed ICS 100, 700 and 800. The AAA Director has also successfully passed ICS 300 and 400. Staff have been trained in *CRASE, Civilian Response to Active Shooter Event.*

The Senior Services Division encourages all clients to have more than one emergency backup in their plan of service. The Division also encourages clients to contact 211 for emergency assistance beyond what can be covered under their service plan through Community First Choice and Community Options waiver.

As required in the Long Term Services and Supports Solicitation, the supports planner assists each participant with the development of an emergency back-up plan that is documented in the Plan of Service and includes emergency contacts and steps to follow in the event of an emergency.

The Senior Services Division values the right of individuals to choose services based upon their needs, and as a result of the shift to person centered planning and choice in the long term services and supports arena, we may not know the number of clients who are not able to receive services due to an emergency. If individuals become known to the emergency preparedness officials when the Emergency Operations Center (EOC) is activated, the staff would refer those people to the appropriate agency for assistance. Life sustaining assistance is prioritized. As noted above, clients of the Division are encouraged to have a backup plan and be prepared. They also know they can call their case manager for assistance.

5. *Nutrition and Supportive Services*
    a. *Nutrition Services*

- **Trends** - the Frederick County Senior Services Division continues to experience a decline in congregate meal participation and an increase in home delivered meal requests. Due to COVID-19, the Division has seen a 600% increase in the number of participants who receive a home delivered meal. (Congregate meals have not been served since March 13, 2020). Of those participating in the congregate program, the majority are age 75 and greater with those age 85+ representing 17% of all participants.

Senior center supervisors use a variety of methods to achieve congregate and home delivered meal feedback, including informal discussion, specific verbal requests for feedback, observation of plate waste and the annual distribution of an anonymous survey form to meal participants and non-participants. In previous years, the majority found the food offered to be tasty, varied

and served at correct temperatures. Criticisms include too much food offered at one time; preferences are for soup/sandwich, soup/salad or sandwich/salad combinations without additional components. Some participants find the components offered to be inconsistent with the recommendations for diabetic diets; more options are needed for ethnically appropriate menus and increasing requests to accommodate gluten free, vegetarian and other special diet needs. As a result, meal participation remains very low for participants under age 75. The Division continues to request guidance from state officials and colleagues on how the menus can better reflect the current requests of participants.

The home delivered meal program continues to expand as an increasing number of older adults and adults with disabilities "age in place" by choice or necessity. In the past, a Meals on Wheels client was elderly, homebound, in relatively good health and received service for years. Clients today are more likely to be ill with acute and/or chronic conditions, discharging to home from a medical facility sooner or undergoing regular treatments as an outpatient. As a result, some clients are more likely to use the service for shorter periods, resulting in more frequent client turnover. These changes affect the way we have traditionally viewed the program and service delivery.

There is a need for more creative and flexible responses to the nutritional needs of Frederick County's older adults. The Division has been able to make changes in our approach to meal programs that move toward more consumer responsive models.

- **Nutrition Program Administration, Contracting and Operations** – In compliance with APD-07-18, Nutrition Services Polices, Section III, B, 1, the Frederick County Senior Services Division provides a daily congregate lunch program at each of four senior centers at least four days per week. Additional meal opportunities are available on an occasional basis in conjunction with special programs and events. Each center is required to offer nutrition education at least two times per year, with all sites offering education using speakers, demonstrations, audio-visuals and print materials. Staff and volunteers participate in annual food safety and sanitation training, as well as other opportunities for learning and job skills improvement. The Home and Community Connections Director monitors each congregate and home delivered program annually and centers are encouraged to complete self-monitoring, using standardized criteria on a quarterly basis. Senior Center supervisors continue to encourage participation of the congregate program through personal invitation and by hosting center and cooperative special events to attract participants. The Home Delivered Meal program, including Meals on Wheels, continues to expand service areas through the addition of delivery routes to unserved communities.

The Frederick County Senior Services Division obtains participant comments [APD-07-18, Nutrition Services Polices, Section III, B., 2] through the distribution of a standardized survey (copy included at the end of this narrative) form at each center at least annually, as well as informal verbal surveys and discussions regarding meal quality, customer service and other related factors.

The Frederick County Senior Services Division employs adequate numbers of qualified staff (APD-07-18, Nutrition Services Polices, Section III, B., 2). The Home and Community Connections Director provides supervision and oversight of nutrition services.

The Frederick Senior Center has a fulltime Supervisor and kitchen manager, and two part-time driver/aides. The Emmitsburg Senior Center has a fulltime senior center supervisor and a part-time driver/aide. The Brunswick and Urbana senior centers each have a fulltime senior center supervisor and part-time driver. The Urbana Senior Center also has a full-time senior center assistant. All federal, state and local employment regulations are observed.

The Frederick County Senior Services Division reports expenditures, units of service, unduplicated participants, program income and other data as required to the MDoA as required by the National Aging Program Information System (NAPIS) State Performance Report (SPR) as indicated in APD-07-18, Nutrition Services Polices, Section E. The AAA acknowledges that NAPIS demographic information will be collected and nutrition education will be provided.

The Frederick County Senior Services Division incorporates the advice of licensed dieticians in the planning and approval of all menus funded as required by APD-07-18, Nutrition Services Polices, Section III, C.,1 and *OAA Sec. 339(2)(G).*

The Frederick County Senior Services Division appropriately maintains confidential Client information per APD-07-18, Nutrition Services Polices, Section III, G. 1. The Division maintains a registry of participants using SABERSITE (AIM) in order to document eligibility for service, contact person for emergency notification, economic and social need indicators, ethnicity, living status, and other information that may include additional needs and referrals for other appropriate services. Records are maintained on a secure, web-based system.

The Frederick County Senior Services Division provides Congregate Nutrition Services in a manner that meets state requirements (APD-07-18, Nutrition Services Polices, Section III, H.) including:

*- All congregate facilities provide an environment where older adults feel welcome, comfortable and safe.*
*-The cultural and ethnic preferences are considered when planning activities, programs and meals. Increasing requests for vegetarian, gluten free and diabetic diets will be considered in future food service contract proposals.*
*-The county's four senior centers are located in various locations throughout the county to be in proximity of eligible individuals' residences. OAA Sec. 339(2)(E)*
*- All congregate facilities meet ADA standards for accessibility with adequate space for socializing, dining and programs.*
*- All facilities are equipped with appliances and serving pieces that comply with National Sanitation Foundation standards.*
*- All facilities comply with state and local codes fire, safety and sanitation. All facilities are licensed as food service facilities.*
*- All facilities use 'real dishes and flatware'. Adaptive dishes and flatware is provided upon request.*
*- All facilities assist participants who have difficulty walking or carrying trays.*

The Frederick County Senior Services Division procures catering contracts according to policies and APD-07-18, Nutrition Services Polices, Section III, VI. Contracts

**A.** The Senior Services Division uses procurement policies in accordance with Frederick County Government practices and in adherence of federal regulations.

**B.** The current congregate contract will be renewed as of June 1, 2022. Following the procurement process, all final, signed contracts were submitted to MDoA using the Food Service Contract Transmittal Form.

**C.** The Frederick County Senior Services Division will not use state or federal funds to pay for an executed contract without prior approval from MDoA.

In order to serve the growing number of individuals in need of Meals on Wheels (MoW) the Senior Services Division (SSD) has increased the number of MoW's routes throughout the county, increased the number of individuals on each route, streamlined the application process for all nutrition programs, and provided individuals with information concerning local food banks, grocery delivery services and fee-for-service meal options.

The Division created a new virtual series entitled "Kitchen Capers" can be viewed. Each segment offers menu ideas from a Division staff member, hosted in their personal kitchen.

*b.* *Supportive Services*

1. Federal Programs – Title IIIB – This AAA provides in-home and supportive services funded with Title IIIB of the Older Americans Act to frail and disabled persons within this Planning and Service area. Title IIIB services are coordinated as follows:

- *In-home Services* – are available to persons age 60+ and determined to be moderately to severely disabled. Five in-home aides funded from the Title IIIB grant and County general funds, offer personal care and light chore services to clients each week.
- *Access Services* – the AAA employs nine part-time drivers and owns nine vehicles that can be used to transport clients and meals.
- *Legal Assistance* – these services are provided through an annual contract between the Division and the local Legal Aid Bureau. The Division uses 5% of the federal Title IIIB allocation for this purpose. Older adults can contact the Legal Aid Bureau directly for legal advice on issues such as housing, consumer problems, government benefit programs, landlord/tenant issues and health care concerns. The Legal Aid Bureau also provides advocacy and assistance to persons in long-term care and refers them as necessary to the Division's Ombudsman. Community education is also provided on a regular basis by the Legal Aid Bureau and as necessary, the organization can provide outreach to homebound individuals. Finally, the local office publicizes their services in nursing homes, older adult housing complexes and senior centers in an effort to reach the low income minority population and other eligible participants. These services are provided free of charge to the participant and there are no income eligibility requirements for legal services covered by the Division's contract with the Legal Aid Bureau. The Bureau attempts to provide services to low-income minority individuals in the same proportion as the population of low-income minority older individuals bears to the population of older individuals in Frederick County. Quarterly, the Legal Aid Bureau provides aggregate data to the Division regarding the number of appointments and

unduplicated clients who are served. This information is shared with the Program Manager at MDoA.

The Senior Services Division staff refers clients to agencies that can assist with short term rental payments and other emergency assistance. For example, the Religious Coalition for Emergency Human Needs has partnered with Frederick County and the City of Frederick to provide rental assistance to those directly affected by COVID-19. Certain criteria must be met in order to be eligible for the assistance and the funding is limited. Other referrals will be shared with clients depending on their needs and the availability of assistance.

- Ombudsman – Title III-B funds are used to support a small portion of the personnel expenses of the Ombudsman.

A privately funded scholarship for individuals' age 60+ who are on a limited income is available to reduce the fee of eligible fitness classes. Applicants must already be qualified for a government benefit programs (i.e. energy assistance, food stamps, QMB/SLMB) so that means testing by this agency does not occur. Redacted applications are reviewed by members of the Senior Services Advisory Board to ensure eligibility. The public has the ability to donate to the scholarship via our Estore and the scholarship is available as funds permit. This scholarship may be expanded to other areas of our program offerings if demand warrants.

2. Federal Programs – Title III-D

Two staff are certified to teach "Powerful Tools for Caregivers," a six-week evidence-based educational program to promote self-care for caregivers by offering tools, strategies and support. The goal is to increase caregiver health and confidence. Workshops are offered at least twice during the year.

Work with the YMCA has been put on hold because of competing priorities by both entities, and may be revisited during the next fiscal year.

The AAA is investigating the possibility of using Title III-D to purchase an eLearn platform/portal that caregivers can access on their own time to learn about caregiving topics of interest. It is specifically designed as an "...educational intervention for the untrained, family caregiver audience." (Sole source letter dated January 2022 from vendor). It appears to be an evidenced based program as the University of Florida has been working alongside the vendor, and they meet five criteria established by the Administration of Community Living. Once more thorough investigation is completed, the AAA may request a Waiver since the eLearning portal is not listed on the *Health Promotion/Disease Prevention Programs Approved for Older Americans Act Title III-D Funding,* updated January 2021.

The AAA will continue to refer individuals to the local hospital for chronic conditions and to their *Stepping On* program. This AAA decided to discontinue our *Stepping On* program because it competed with the hospital and it was challenging to fill a class. The Division also refers eligible participants to the hospital's *Living Well with Diabetes* workshops. This evidence-based program gives individuals who have been diagnosed with diabetes or pre-diabetes the tools to

manage their health, make informed decisions, and discuss their condition and treatment options effectively.

The Division offers additional health programs but there is no expense or revenue associated with them because they are offered by partner agencies (i.e. health department, Cooperative Extension).

This AAA is not receiving contracted or grant payments from the local hospital, insurance or other sources to provide evidenced based programs.

3. Federal Programs – Title III-E

The Division's Family Caregiver program receives contacts from more long distance caregivers and families wanting to bring relatives to Frederick County from other states. The Caregiver program offers ongoing, support for those persons who have committed themselves to providing care to a family member or loved one. In some cases, when this program's resources are not sufficient to address the needs of the caregiver, clients are referred to other resources within and outside the Division. These services are provided without regard to income.

As an added benefit to our caregivers and those whom they care for, Caregiver Program Coordinators continue to assist Information and Assistance (I&A) staff to be able to provide I&A services to the people they serve. This also includes State Health Insurance Assistance Program (SHIP) information by assisting with applications and case management with Medicare D reviews and enrollment. The program coordinators work closely with the SHIP Service Navigator to be sure caregivers (if relevant) and the people for whom they care can be screened for additional services and programs by the same staff—an added bonus to the people we serve, and a great way to provide a continuum of care.

Regular correspondence is maintained with caregivers via email (or mail if email is not used) through a monthly newsletter that includes a reminder of the monthly support group, other programs and services relevant to caregivers, articles of interest, highlights of services and products that may ease caregiving roles. Additionally, there are a number of professionals from a variety of backgrounds who also receive this correspondence as a means to keep them connected and updated on services that may be applicable to the people they serve.

The Division is working to implement several programs to assist caregivers. They include:

*Dementia Friendly Frederick* – Frederick County has become certified as a Dementia Friendly community through Dementia Friendly America. This national initiative educates the public, supports families touched by Alzheimer's disease and other dementia and promotes meaningful participation in community life. Currently, there is a Dementia Friendly Frederick County steering committee comprised of local professionals, caregivers and advocates. The Dementia Friendly action plan relies on the Senior Services Division to:

1. Provide education via "Dementia Live," an evidenced-based program that the county has purchased the license to use, including the training of several staff members, and the specialized equipment required to create the Dementia Live experience.
2. Provide leadership, currently on an informal basis, via a SSD's Caregiver Support Program staff person.

*Dementia Live* – Participants are temporarily immersed in a simulation of what it may be like to have dementia followed by an empowerment session to discuss take-a-ways from the experience. This powerful program seeks to help caregivers, community members and professional care providers develop a deeper understanding of the disease and accompanying behaviors, as well as develop sensitivity and empathy. Dementia Live was offered to all *400+* members of the Division of Fire Rescue Services, including recruits, as well as other community agencies including library and some health department staff. Dementia Live will be offered to law enforcement members this summer, and there will be a joint training with the local Chamber of Commerce and the Downtown Frederick Partnership to include local businesses in the *Dementia Live* training opportunities.

*Powerful Tools for Caregivers* - a six-week program for caregivers that focuses on the caregiver and provides problem solving strategies and tools to empower caregivers to manage stress and problems more confidently and competently.

**Education/Training/Support**

- Monthly non-disease specific support group
- Provide speakers bureau services as requested
- Provide education and training in coordination with other organizations
- Offer an educational program for caregivers through the County Human Resources Division

**Access Assistance**

- Regularly offer social activities and events for caregivers that vicariously provide support as well, including
    - Partner in the Arts
    - Circle of Friends- Memory Café and More
    - Annual Caregiver Appreciation Tea
- Provide individualized information, referral and support services to caregivers via phone, email in-office appointment or home visit
- Link caregivers with other relevant community resources and programs
- Maintain a caregiver resource lending library
- Offer a monthly caregiver update available to caregivers via mail or email
- Routinely screen caregivers and their care receivers for eligibility of other programs that provide assistance (i.e. Medicare prescription assistance, Maryland Energy Assistance, Homeowners Property Tax Credit, Renters' Tax Credit)

**Information Services**

- Monthly press releases regarding the support group, *Circle of Friends* program and other related offerings
- Participation in the annual Elder Expo and caregiver conference
- Participation in various health fairs throughout the year
- Public Service Announcement that airs regularly on county government TV channel

**Respite**

- The Reimbursement of respite services provided by a private individual/friend/family, in home agency, facility or adult day program up to $1,000.
- The Senior Services Division create a Respite Care Fund located on the Senior Services Division e-store, so that interested businesses, organizations, and individuals have an opportunity to support, and affirm, the role of caregiver, via their donation. These donations would supplement the federal respite care grant funds so that more caregivers may be served and eliminate the associated wait list that exists.

**Supplemental Services**

- Reimbursement up to $1,000 for supplemental/medically necessary equipment and services including accessibility ramps, lift chairs, medication and medical appointment co-pays, home modifications, incontinence supplies etc. These services are limited to persons who need one-time only or short-term benefits.

In compliance with the Older Americans Act guidelines, support from this program is available to all caregivers, regardless of income, and means testing is not conducted. The AAA continues to form connections with other agencies and services in the community to build partnerships and capacity. Coordinators are involved in supporting and advocating for programs and services relevant to caregivers and the people they care for by serving on committees and seeking feedback from caregivers.

The monthly caregiver update lets people know about caregiver programs as well as other Senior Services Division programs and community programs in an effort to broaden the services that each person is aware of and from which they can benefit. Routinely, the Caregiver Coordinators are involved in (virtual) home visits, family meetings and brainstorming sessions with other programs in an effort to incorporate a multi-faceted service delivery. The Coordinators regularly seek informal feedback from consumers to identify new interests and programs.

**Grandparent/Kinship Care**- maintain relationships with community members working in these service delivery areas and offer respite opportunities for these individuals as identified by other organizations. We serve grandparents or other relatives caring for a child under the age of 18 by offering respite subsidies as funding allows. The program is a referral source to other agencies / programs that are working with grandparents including the Family Partnership, Frederick County Public Schools and the Frederick County Department of Social Services. Contact with the local Kinship Navigator at the Department of Social Services in Frederick has provided an additional local referral source. Individualized meetings are available upon request.

*4. Federal Programs – Title VII, Ombudsman Program: Priorities and Plan*

The Long Term Care (LTC) Ombudsman top priorities include:

- Re-establish regular visitation and presence in facilities, and if possible, model pre-pandemic numbers, with two designated Ombudsmen in both nursing homes and assisted living facilities.

- Promote stronger awareness about systemic issues encountered by residents in assisted livings via family council meetings (i.e. staffing ratios, level of care definitions, nursing requirements). Continue to educate assisted living residents about the differences between room and board residences and skilled nursing care.
- Enhance community partnerships that can benefit residents in the long-term care community. An example is deaf/hard of hearing residents who need an advocate in long-term care. Efforts are underway to establish a partnership with a local deaf/hard of hearing support group who can assist and help educate the Ombudsmen in advocating for these residents.
- Promote education about the program via public service videos and announcements

During FY'23, the Program will continue to investigate innovative ways of working with residents and families during the COVID-19 pandemic through limited in person visits and virtual visitations, teleconferencing, and outreach through social media so residents have greater accessibility to the Ombudsman while physical distancing practices continue.

Frederick County's designated Ombudsman volunteer resigned from the program in February 2022. There are no plans to recruit for Ombudsman volunteers at this time but this may be re-evaluated in the future.

The Division hired a part-time individual who is presently going through the required training to become a certified, designated Ombudsman. This position is funded with local funds. This individual will assist with monitoring the long-term care facilities with an emphasis on the assisted living facilities. The position will:

- Provide additional certified staff member who can investigate complaints of alleged abuse and neglect, thereby "strengthening the staffing bench."
- Offer additional training and support to facility staff.
- Attend resident and family council meetings when invited.
- Offer community presentations about elder abuse, scams and frauds, including Project SAFE.

Outreach efforts to residents who have not received in person visits due to the pandemic have resumed on a limited basis. The Ombudsman visits at least two facilities each week and spends time talking with and reacquainting herself with residents. The Ombudsman has also reached out to newer residents and as long as the facility is not in an outbreak status, this practice will continue for the foreseeable future.

The Ombudsmen will be "assigned" to facilities in the County and will cover for the other when one is unavailable. This will strengthen the relationship between the Ombudsman and residents.

Volunteer recruitment and retention efforts are noted on Page 21 of this document as this is a responsibility of the Division's Volunteer Coordinator.

The Ombudsman will continue to forge partnerships with other jurisdictions to provide training to volunteers within existing programs. In addition, the Ombudsman will continue to embrace partnerships within the community including Legal Aid, Maryland Access Point, Department of Social Services, law enforcement, the court system and local attorneys, and other community groups interested in the issues surrounding long term care.

**Elder Abuse**

The ability to provide in person elder abuse prevention education and resources related to elder abuse, neglect, exploitation as well as medical and mental health advance directives has shifted. This type of programming and the ongoing provision of resources on these topics will occur virtually through the Division's webpage and social media platforms at least one time per month. Moving to a virtual format offers the potential to reach more Frederick County residents at one time than was previously possible.

When elder abuse is suspected in the community, a referral is made to Adult Protective Services (APS) for follow up. The Ombudsman investigates complaints of alleged abuse and neglect of residents who live in long-term care facilities, and there is a collaborative relationship between the Ombudsman program and APS. A Project SAFE presentation is being developed and will be a program offered at senior housing complexes and at community events.

The Virtual Senior Center in coordination with the Frederick County State's Attorney's office has offered several presentations about financial exploitation and scams. Another three-part series will be offered in June 2022 as part of World Elder Abuse Awareness Day.

A link to a video about scams that was produced on behalf of the Frederick County Sheriff's Office will be shared on the Division's website and via social media. The link is here: https://www.youtube.com/watch?v=2s_0C2vKp14.

5. Other Federal Programs

**Senior Medicare Patrol Project (SMP) /Senior Health Insurance Assistance Program (SHIP) - Medicare Improvements for Patients and Providers Act (MIPPA) –** these programs are managed by the Service Navigators who provide services, and benefits outreach and education to beneficiaries who need assistance. The staff work collaboratively to provide high quality presentations and workshops. One staff member is responsible for completing the SHIP data collection and reporting, which is sent electronically using the required software. The SHIP staff have been successful in assisting many Medicare beneficiaries with open enrollment, and provide enrollment assistance to those who are new to Medicare, or who need to make changes to their prescription drug plans. The Frederick County SHIP unit regularly meets or exceeds the performance measures of the program. The Medicare learning portals on our virtual learning centers are another "hotspot" on the Division's webpage, and one can now find a "DIY Medicare tutorial for those who wish to learn more about Medicare Open Enrollment on their own time, rather than a scheduled virtual workshop.

The SHIP staff members are expected to handle not only the grant activities noted above but also the Information and Assistance (I&A) activities. In addition, the staff assists with enrollment in the Senior Prescription Drug Assistance Program (SPDAP) and the Extra Help Low Income Subsidy (LIS) Program. During open enrollment, clients are screened not only for these programs but also for others such as the homeowner and renters' tax credit programs as well as energy assistance and food stamps.

**Medicaid Claiming Reimbursement through Federal Financial Participation (FFP)** – The Division has used some of the funds received through this funding stream to offer respite grants to individuals in our Caregiver Program. In FY'23, FFP funds will be used to support several community-based positions including a part-time driver, full-time Senior Services Manager position with a focus on Nutrition and Health Promotion, and a full-time Senior Center Assistant position with a focus on virtual senior center development and programming.

**Farmer's Market Nutrition Program** - This Division no longer participates in the Farmers Market Nutrition program due to the low redemption rate. Instead, "Groceries for Seniors," a partnership between the Division and the Maryland Food Bank is a food distribution event held on the third Friday of every month. Recipients "drive by" to collect their bag(s) of food supplied by our partners. This program has had great success. Recipients like the anonymity that the program offers because they do not need to get out of their vehicles and can complete their registrations within the privacy of their car. Volunteers or staff place the food in the vehicle. Foods include canned goods, fresh produce (when available), juice, canned meats and powdered milk. This monthly event is also used to provide nutrition education to recipients as well as information about frauds and scams. The handout supplied with each distribution includes nutrition education, recipes, Consumer or Health Education, and Recreation activities.

State Programs

**Maryland Access Point - Information and Assistance (MAP I&A)** – Senior Information and Assistance services are provided via a state grant and local funding. Services are provided at all senior centers and as noted earlier, our MAP program staff travels to clients' homes and into the community to meet people (especially to areas with a concentration of low income and minority older adults) where they live and congregate. Information and assistance events have been hosted at a variety of older adult communities in an effort to bring services and information to adults so they do not have to leave their communities. Presentations range from information about scams, fraud, Medicare assistance and health insurance counseling. Topics are tailored based upon feedback clients provide to staff.
The Division is invested in meeting people in their community and staff travels to municipalities like Middletown, Thurmont and Libertytown as examples. This approach promotes a sense of trust and familiarity with staff and as a result, we can serve a greater number of people. Appointments are made in advance and staff brings equipment such as a portable copier and IPad with camera so that copies of eligibility documents or pictures of the documents are taken for reference at a later date. Drive up appointments at senior centers are also available so clients do not need to leave their vehicle.

In addition to the above, the Division plans to hire a full time Service Navigator to assist in the MAP I&A program using the additional I&A allocation received in the budget. A preference will be for a bi-lingual individual(s) who will co-locate with the health department on the west side of Frederick City. This area is home to several ethnicities and cultures. There may be an opportunity to hire an additional part time person depending on how far the new funds stretch.

**Public Guardianship**
The Public Guardianship caseload has remained stable over the past fiscal year. All Guardianship clients live in either long-term care or assisted living facilities.

The Adult Public Guardianship Review Board has met virtually since March 2020 and will continue in this format at least through the end of the calendar year. The members are presently reviewing and updating their bylaws.

As time and staffing resources permit, the Frederick County AAA will provide elder abuse prevention activities that could include information about scams and advance care planning. The staff continue to work with the local hospital on advance planning initiatives, and post information about scams on our website or distribute that information via newsletters. The Division has routine contact with Adult Protective Services and the local hospital's attorney and social workers to ensure that other people/resources are considered before the Division is named as the Guardian. The Division does not offer trainings/education about guardianship but is a resource to citizens who have questions about the role of the guardian if they are contemplating or have been asked to assume guardianship for an individual. Information is also provided via the Division website and on occasion, citizens are referred to the Maryland Court website for additional information.

**Senior Care** – Frederick County's Senior Care program is a coordinated inter-agency service delivery system that enhances an existing network of programs and services delivered by the Frederick County Department of Social Services (DSS), the Frederick County Health Department (FCHD) and the AAA. This cost effective system provides services to moderately and severely disabled older adults who are at risk for institutionalization and who meet the Senior Care eligibility criteria. Clients may be eligible for case management services only or case management and purchased gap-filling service if they meet established financial standards and other criteria. The DSS has functioned as the lead agency for the Senior Care program since 1986. Their primary responsibility is service coordination among participating agencies, statistical tracking and report generation as well as fiscal management, client assessment, case management and direct service provision. Five in-home aides funded from the Title IIIB grant offer personal care and chore services to clients each week. Three case managers, paid from local funds, offer case management and gap filling assistance. The local Department of Social Services has a registered nurse position that oversees the state and county aides; however, this position has been vacant for almost one year despite recruitment efforts. As a result, there is a waiting list for services since cases cannot be open. Solving this issue will be discussed during the summer so there are improved efficiencies in the program.

The Frederick County Health Department, through the Adult Evaluation and Review Services (AERS) provide nursing assessment and complete the nursing evaluation for all new Senior Care clients and the bi-annual assessments for on-going Senior Care clients, as well as case management and direct service provision.

The AAA administers the Information and Assistance, and MAP programs that provides the initial screening, which results in numerous referrals for assessment and services from the Senior Care program. Limited case management and direct service provision is also offered via the Division's programs and services. The AAA provides overall administrative oversight of Senior Care, and the AAA Director attends monthly meetings with all Senior Care staff.

Frederick County's Senior Care system offers multiple entry points for information, screening, referral for assessment and services. Multiple entry "intake" points help to ensure prompt response, timely and accessible services, and an intake system that provides the widest possible

options and person centered direction for older adults. This collaboration also fosters and enhances inter-agency communication and coordination.

The Senior Care case managers in Frederick County have always promoted healthy living. The current assessment tool looks at mental health, physical health, family/agency supports, as well as environmental factors in the home. Referrals are made to local community agencies as needed to address various needs. Senior Care workers are connected to the local hospital's chronic disease specialist nurse who can work with the client in the home to address issues related to self-care. Limited mental health case management is provided through the AERS program's social work staff. The Frederick County Health Department, through the Adult Evaluation and Review Services (AERS) provide nursing assessment and complete the nursing evaluation for all new Senior Care clients and the bi-annual assessments for on-going Senior Care clients, as well as case management and direct service provision.

**Senior Center Plus** – the AAA does not offer a Senior Center Plus program. However, Daybreak Adult Day Services, a non-profit organization, is an excellent respite care option for persons who need socialization, assistance and supervision with activities. In addition, Frederick County has a contract with the organization to provide respite for individuals who make too much money to qualify for a subsidized rate at the facility but cannot afford to pay the full daily rate. This contract was renewed for FY'23.

Funding was used for new admissions, as well as to increase the number of days a current admission may have been attending. Clients attending range in age from 52-92. Respite for spouses was a significant cause for initial placement or expansion of services. In addition to providing the seniors a safe, entertaining and stimulating place to spend time during the day, the contracted organization provides the caregivers needed respite from their 1:1 care duties, as well as peace of mind, emotional support, education, and guidance.

6. **Senior Assisted Living Group Home Subsidy Program** – the AAA does not participate in this subsidy program.

7. **Supports Planning for Medicaid Community Long Term Services and Supports** - The Frederick County Senior Services Division works under the State's business plan for providing supports planning to older adults and individuals who have a disability for the Community First Choice (CFC) and Community Options Waiver (CoW). The staff/client ratio is 1:45. All supports planning tasks are completed within the guidelines of the Supports Planning Agency solicitation created by the Maryland Department of Health.

   A part-time supports planner position was approved in the FY'22 budget however, given the challenges of this program, it is unlikely that this position will be filled until changes are made in how the program is administered at the state level.

8. **Focal Points** – Focal points in Frederick County continue to be the four senior centers operated by the Senior Services Division. They include the Brunswick, Emmitsburg, Frederick and Urbana Senior Centers, and most recently, the Division's "virtual" 5th center. These locations are considered the "gateway" to services and programs available for older adults, their families, caregivers and those individuals who have a disability. From each of

these locations, the public can access a comprehensive service delivery system that can help meet their needs.

Funding was approved in the FY'23 budget to provide for a satellite senior center and part-time senior center assistant. This center will be open a few days week to offer similar programs as the Division's full time senior centers. Originally, the senior center was to open in the second half of FY'22; however, the pandemic prevented this from occurring. This initiative will be revisited in FY'23.

The Senior Services Division makes a concerted effort to reach out to older adults, their families, caregivers, and those people who have a disability by producing and sending a quarterly e-newsletter, presentations to organizations to promote aging services, social media (Facebook) and posting information on our webpage.

There are no plans to construct multi-purpose senior centers. The four centers noted above are available for other County government departments and agencies to use for special purposes (i.e. retirement education, classes sponsored by the community college). Funds have been included in the FY'23 County budget for rent so another location for senior center activities can be available on a limited basis in either southern or western Frederick County.

Frederick County has included a senior center to be located on the east side of the county in its Capital Improvement Plan. Another senior center is being considered for the west side of Frederick City and could be located in a building recently acquired by Frederick County Government. At the appropriate time, the Division may apply for Senior Center Capital funding to help with the construction/renovation costs for the dedicated senior center space.

9. **Volunteerism** – Although the position is currently vacant, the Division has benefitted from hiring a Volunteer Coordinator. The individual created a strategy to recruit, train and celebrate Meals on Wheels volunteers, and was responsible for the overall recruitment, training and recognition of all Division volunteers.

The Division suspended the use of volunteers in all of our programs and services in March 2020 due to COVID-19. A staff member continues to maintain contact with them via calls and emails and a limited number assist with a few of the home delivered meal programs. They handle tasks like assembling emergency food boxes and gift bags, and help ensure that the monthly Groceries for Seniors food distribution runs smoothly.

Prior to COVID-19, volunteers played an integral role within the Division and we are/were fortunate to have a cadre of dedicated, caring and professional people with whom to work. Over 200 people have offered their expertise and time to the Frederick County Senior Services Division. These individuals help us extend services, provide a personal touch to services and add value to our programs. They provided assistance in many ways to help older adults - at senior centers by preparing café lunches, providing tours, or decorating senior centers; telephone assistance, delivering meals, preparing income tax forms, tax credit and renter's tax credit applications; health insurance counseling, long term care visits to and investigation of complaints by residents, attendance at Family Council meetings, teaching classes and driving seniors to/from the senior centers. Equally important, their service saves Frederick County

taxpayers close to $340,000 every year. Without their help, this Division could not provide the level of services that we currently offer. They truly are the backbone of this agency.

*D. Public Input and Consumer Rights*

1. Public Hearings/Views of Recipients

The Frederick County Senior Services Division welcomes comments or suggestions for improvements in service delivery and available services. Through the MAP and senior center programs, we have developed a survey for service recipients to assess our responsiveness and effectiveness.

2. Advocacy

To the extent feasible, the Frederick County Senior Services Division will serve as the advocate and focal point for older individuals within the community by monitoring, evaluating and commenting upon policies, programs, hearing and community actions that affect older adults. The Division and its partners continue to work together to ensure that older adults and individuals with disabilities are served in their preferred environment. Options Counseling is offered, and person centered goals and plans are created. When appropriate, follow up is offered and encouraged to assist the individual and/or family make choices that are in their best interest.

Frederick County boasts a uniquely collaborative senior care network where advocacy, warm handoffs and interagency support and referral is the norm, with Division staff playing a key role.

3. Grievance Procedures – Attached

# SENIOR SERVICES ADVISORY BOARD

Meeting Date: Second Monday of each month at 1:00 p.m., Frederick County Division of Senior Services, Frederick Senior Center, 1440 Taney Avenue, Frederick, Maryland.

Established: Bill No. 18-23 (Enacted October 16, 2018; Effective December 15, 2018). This bill formally abolished the Commission on Aging.

No. of Members: 11

Quorum: TBD

Length of Term: Three years; staggered terms

Procedure for Appointment:

The County Executive appoints the members with confirmation by the County Council.

Purpose:

Advises the County Executive, County Council, and the Director of the Senior Services Division on the Division's delivery of a comprehensive and coordinated plan of services and activities for older individuals.

| Commission Members | Term Expiration | Member Since |
|---|---|---|
| **Officers** | | |
| **Ms. Thea A. Uhlig-Ruff (Chair)** | 6/30/2024 | 2/16/2016 Council District 4 |
| **Ms. Sally Livingston, MA, RDN (Vice Chair)** | 6/30/2023 | 7/17/2018 Council District 4 |
| ********** | | |
| Ms. Sandra L. Wastler | 6/30/2022 | 2/16/2016 Council District 3 |
| **VACANCY** | 6/30/2022 | |
| **VACANCY** | 6/30/2022 | |
| **VACANCY** | 6/30/2022 | |
| Mr. Bruce DeShong | 6/30/2023 | 9/7/2021 Council District 2 |

## SENIOR SERVICES ADVISORY BOARD

| | | |
|---|---|---|
| **VACANCY** | 6/30/2023 | |
| Mr. Bud Otis | 6/30/2024 | 6/16/2020<br>Council District 1 |
| Ms. Barbara L. Angleberger | 6/30/2024 | 11/17/2020<br>Council District 5 |
| **VACANCY** | 6/30/2024 | |

The Honorable M. C. Keegan-Ayer — 1/6/2015
Frederick County Council
12 East Church Street
Frederick, MD 21701
301-600-1101
mckeegan-ayer@FrederickCountyMD.gov
(Ex officio and Nonvoting Member)

**VACANCY**
The City of Frederick
101 North Court Street
Frederick, MD 21701
301-600-XXXX
XXX@cityoffrederick.com
(Ex officio and Nonvoting Member)

Ms. Kathryn D. Schey — 7/30/2018
Director
Frederick County Senior Services Division
1440 Taney Avenue
Frederick, MD 21702
301-600-6024
kschey@FrederickCountyMD.gov

Maryland Department of Aging
Area Plan 2022-2023
**COVID-19 Pandemic Supplemental Questionnaire**
**Frederick County AAA – prepared May 2022**

1. How has the COVID-19 pandemic **affected** your Area Plan FY2022-2023 activities? Please describe.

The work of the Division continues despite the ongoing pandemic. Last year, most staff teleworked and maintained contact with participants through Microsoft Teams, WebEx and Zoom. The use of Teams and Zoom has been of tremendous benefit in keeping staff in touch with each other, and to facilitate support groups, virtual senior center and evidence-based programs.

On April 4, 2022, the Division staff returned to the office. Schedules were created so that some staff telework one day/week, work three days at the office and work from another senior center one day/week. Those who have an office with a door are in the building five days/week, and wearing a mask is strongly encouraged. Staff are aware that conditions can change and flexibility is necessary. Senior centers are also on a flexible schedule and class participation is limited and requires registration. The virtual senior center, recognized by USAging during a presentation earlier this year, is extremely popular and keeps participants engaged with each other. In fact, a woman in the local area participates in a class with her sister, who lives on the west coast.

Other Division programs continue to stay in contact with clients via regular calls, caregiver support groups and ongoing virtual health and Medicare counseling. The Ombudsman and Guardianship Administrator maintain regular contact with residents and clients in long-term care facilities and now that limited in-person visits can occur, these staff members visit clients in the facility as long as the facility is not in an outbreak status. Virtual care plan meetings continued over the last year and can continue in this format unless facility staff and Division staff prefer an in-person meeting. MAP activities and referrals continue at a steady pace.

The AAA held Medicare Part D appointments last year virtually. While staff did not serve as many beneficiaries as in previous years, the use of the DIY Medicare enrollment video on the Division's website had a significant number of "hits," and virtual Medicare workshops were well attended. Limited in-person appointments were made as a last resort if a beneficiary did not have access to or could not use technology. This process will continue in FY'23.

Nursing students returned during the spring semester 2022 on a limited basis for in-home assessments. Depending on schedules for the fall semester 2022, some clinical practice for nursing students could resume if it is safe to do so. Personal care services are provided to all Senior Care clients, and Senior Care case managers continue to maintain regular contact with clients. Home visits to all clients have resumed.

The Division has personal protective equipment available for all staff. This includes hand sanitizer, gloves, masks, and for some staff, N95 masks, gowns and face shields. All county buildings now have touchless hand sanitizer available for staff and any visitors.

2. If COVID-19 pandemic activities have resulted in the **suspension** of Area Plan goals, objectives, and tasks then how will you modify the 4-year Area Plan? Please describe.

Estimates in the area plan are lower than what the AAA would have projected were this a "business as normal" climate. Goals, objectives and tasks have been and will continue to be adjusted over time so that programs, services and activities can be offered safely, and in a way that responds to the conditions at the time. To compensate for not being able to meet in person, the use of Zoom, WebEx and Microsoft Teams video conferencing has become the norm for most meetings and activities.

Transportation and congregate dining have not resumed and it is unclear when these services will be offered in the future.

The Elderly and Vulnerable Adult task force which met monthly prior to COVID, stopped meeting during the pandemic and has not resumed. Members will be surveyed to determine whether they would like to resume the monthly meeting or continue the pandemic practice of making informal contact with other members when an issue arises.

The following programs have also been suspended because they meet in senior centers or locations that are only open on a limited basis: Circle of Friends – Memory Café and More; Music and Memory, and Partners in the Arts. They may resume when senior centers are open more fully.

In previous years, the Division relied heavily on volunteers who supplemented staff activities. Volunteers delivered meals, assisted beneficiaries with health insurance issues, including enrollment in government benefit programs and Medicare Part D. The use of volunteers is suspended except in limited circumstances such as assistance with virtual programs or calls to home delivered meal clients. Four part time drivers have been hired and two vehicles were purchased with CARES funding to assist with meal delivery and eventually, with the transport of Division clients, if necessary.

3. What COVID-19 pandemic opportunities have resulted in the **expansion** of your Area Plan goals, objectives, and tasks? Please describe.

Expansion of the Division's area plan goals, objectives and tasks continues to revolve around nutrition and virtual programming. The virtual senior center has become the Division's fifth senior center. New activities and classes are offered virtually, some of which are led by high school students (i.e. ukulele classes). The virtual center:

- Relieves overcrowding issues the Division has experienced at two senior centers
- Enables the Division to expand hours (evenings, weekends)
- Increases and enhances technology capabilities
- Keeps older adults safe, one of the most vulnerable populations to COVID
- Has received overwhelming positive feedback from participants

The FY'23 Area Plan includes an allowable transfer from Title IIIC-1 to Title IIIC-2 to support the increase in food costs and the number of meals the Division is providing to homebound older adults. In FY'21, the Division delivered over 129,000 meals to homebound individuals. This growth is directly attributable to the growth in the home delivered meal programs created because of COVID.

There is a seamless application process from MAP staff to determine food insecurity and nutrition risk. Most individuals met the Division's eligibility criteria to receive meals under normal circumstances, and the use of county staff and other county equipment enabled the Division to serve them. The meal programs available due to the pandemic include the monthly food distribution, Temporary Meal Service; Grab n' Go meals, and Meals on Wheels. These tiered meal approaches enable the Division to serve eligible individuals with a food program that meets their needs at the time and can be adjusted as the recipient's needs change. The Maryland Food Bank continues to provide fresh produce as part of this initiative.

Over the last year, Grab n' Go meals, the use of food trucks, and meals provided by local restaurants have become very popular. It will be a challenge to return to the traditional Title IIIC-1 model of congregate dining because the menu options available under the current model are more appealing than the traditional congregate menu.

Frederick County was awarded a Community Development Block Grant (CDBG) that has and will continue to be used to hire four part time drivers to assist with food delivery including Meals on Wheels, Title 3C-2 Home Delivered Meals, COVID Temporary Meal Services, Groceries for Seniors. A Service Navigator position was also hired to assist with the Caregiver, MAP and SHIP programs. An additional part-time driver position, funded with FFP has been included in the FY'23 budget.

American Rescue Plan funds will also be used to hire a contractor to assist the County's IT Division with the development of the Senior Services Integrated Operating System (SSIOS). The Division's goal is to document volume of work, variety of service and outreach methods, and value of services provided. Because we know that the older adult cohort is growing in volume, longevity and financial insecurity, it is incumbent upon us to create efficiencies in how we serve this growing population. The database will:

- Create automation and streamlining that will help staff serve clients in a more robust and rich manner.
  - Fillable PDF for subsidy programs. The majority of information is populated automatically for ease and speed.
  - With reduced time spent on repetitive paperwork, staff will be able to meet with more clients weekly.
  - Ability to support streamlined registration processes for activities such as the Restaurant Initiative, classes and programs, etc.
- Create external and internal dashboard to support data driven decisions.
  - Reports will be able to demonstrate value added and other outcomes as a result of services provided.
  - Integration with PowerBI for visualization of reports.
- Fully integrated with Sharepoint – so staff can share documents, work on documents at the same time. Promotes collaboration, "real time" documentation of client assessment, next steps, etc.
- Built in security protocols to ensure PII and PHI compliance, as well as automated data retention and disposal protocols.
- Fully supports OAAPS reporting, as well as the opportunity for customization of data specific reports.
- Ultimately, once the Integrated Operating System goes live, we fully expect a bump up in our data across the board.

American Rescue Plan funds will also be used to purchase and install electronic signage at the Frederick Senior Center. It is needed to increase communication with the local community, increase awareness of activities and programs, as well as share messages of urgency. The signage will advertise the Center's name and if space permits, address and phone number.

Four vehicles, two purchased with Frederick County Government's ARP funds and two purchased with the Division's ARP funds will be included in the Division's fleet so that older, aging vehicles can be retired.

A second temperature controlled vehicle is currently being built by the vendors and will be available for Division use this fall. Supplemental Nutrition Funds will support this expense.

# FREDERICK COUNTY SENIOR SERVICES DIVISION GRIEVANCE PROCEDURE

A) If a program participant or applicant is dissatisfied with service provided or is denied a service, or any time program staff takes action affecting the provision of service to a program participant or program applicant, the staff shall inform the participant or applicant, in writing, of the right to an appeal concerning the action taken.

B) In order to appeal a decision, the participant or applicant (complainant) shall submit to the program manager, within twenty (20) days of receipt of the decision being appealed, a written appeal letter that shall be signed by the complainant and shall contain the following information:

1) the complainant's name, address and telephone number;

2) clearly identified issues(s) that are being appealed; and

3) a full statement of the complainant's position on the issue(s) with all pertinent facts and reasons in support of the complainant's position.

C) Within ten (10) days, the program manager shall acknowledge receipt of the appeal letter and shall begin an agency review of the action appealed. The acknowledgment shall be in writing and sent to the address provided in the appeal letter.

D) Within thirty (30) days of sending the acknowledgment, the program manager shall complete and review and notify the complainant, in writing, of the results. The review may support, modify, reverse or let stand the original decision.

1) If the decision is not reversed, the program manager shall also advise the complainant that the complainant has the right to request a meeting with the Area Agency on Aging (AAA) Director.

2) The request for a meeting must be made in writing, within five (5) working days of the claimant's receipt of the review letter.

3) The purpose of this meeting is to provide the complainant with the opportunity to present a statement of facts and additional pertinent information.

E) The meeting shall be held within ten (10) days of receipt of the complainant's written request, unless a later date is mutually agreed upon.

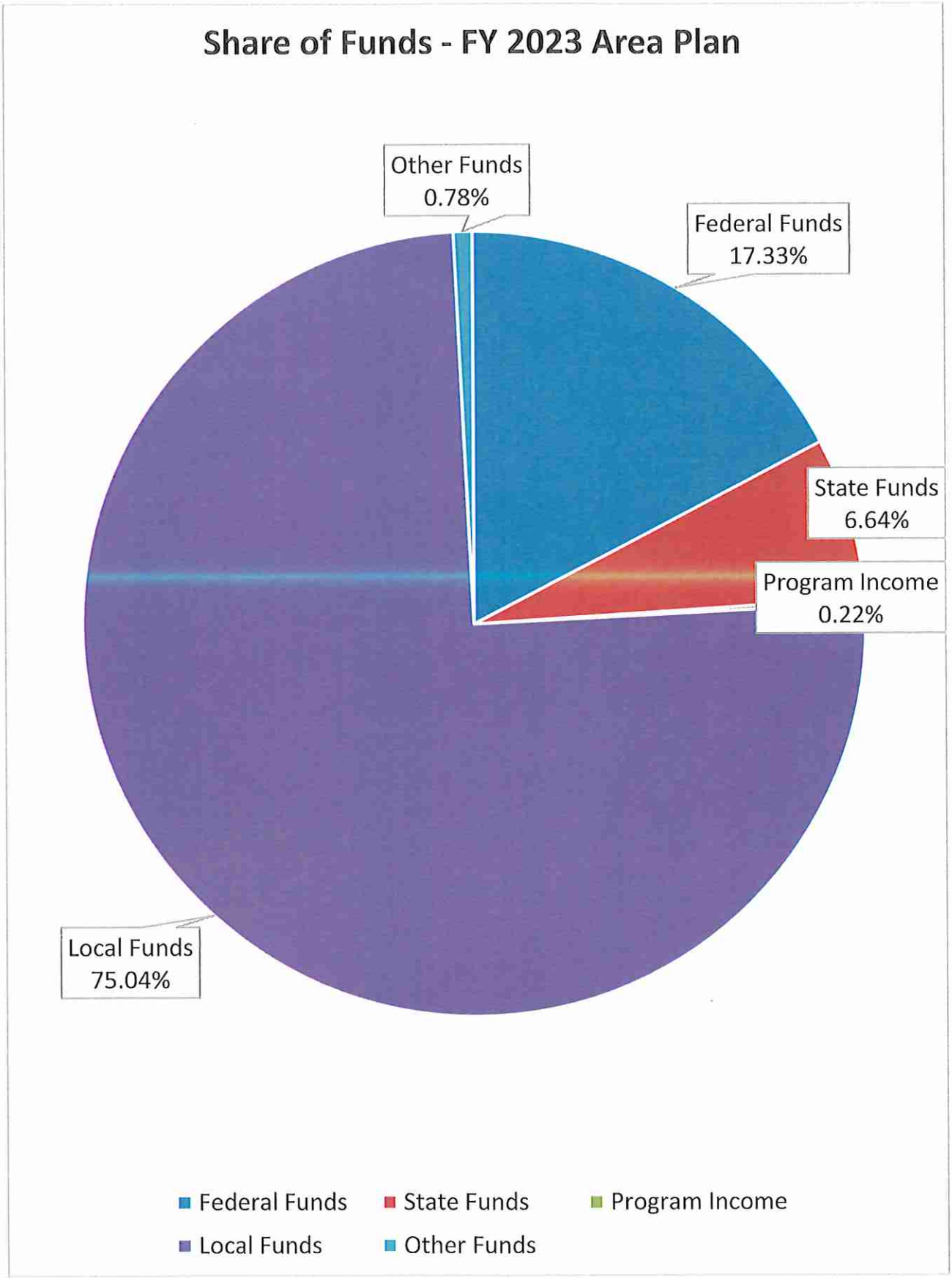
F) The complainant shall be notified, in writing, of the date, time and place of the meeting.

G) The AAA Director shall issue a final written decision within ten (10) days after the meeting.

H) In the event that the program manager makes the initial decision that is being appealed, the AAA Director shall make the review. If a meeting is then requested, the Director of Senior Services shall conduct the meeting and make the final written decision.

## AAA Adminstrators Enter Data in Light Orange cells only!

| | | |
|---|---|---|
| *Step 1 -->* | Select Name of AAA (Select from drop down) | Frederick |
| *Step 2 -->* | Submission Date (Enter a valid date): | 5/27/2022 |
| *No Action* | Tab 1: Budget Page 1 - Summary | |
| *No Action* | Tab 2: Budget Page 1A - Priority Services | |
| *No Action** | Tab 3: Budget Page 1B - Older Americans Act | ***Action required only if transferring federal funds** |
| *Step 3 -->* | Tab 4: Budget Page 2 - Administration | |
| *Step 4 -->* | Tab 5: Budget Page 3 - Community Services | |
| *Step 5 -->* | Tab 6: Budget Page 4 - Cluster 1 | |
| *Step 6 -->* | Tab 7: Budget Page 5 - Cluster 2 | |
| *Step 7 -->* | Tab 8: Budget Page 6 - Cluster 3 | |
| *Step 8 -->* | Tab 9: Budget Page 7 - Additional Title III & VII | |
| *Step 9 -->* | Tab 10: Budget Page 8 - Other | |
| *Step 10 -->* | Tab 11: Budget Page 9 - Caregiver | |
| *Step 11 -->* | Tab 12: Budget Page 9A - Grandparents | |
| *Step 12 -->* | Tab 13: Budget Page 10 - State | |
| *Step 13 -->* | Tab 14: Budget Page 10A - 10A VEPI | |
| *Step 14 -->* | Tab 15: Budget Page 11 - Cong. Meals | |
| *Step 15 -->* | Tab 16: Budget Page 12 - Home Delivery Meals | |
| *No Action* | Tab 17: Budget Page 13 - Ombuds. | |
| *No Action* | Tab 18: Budget Page 14 - Guard. | |


Share of Funds - FY 2023 Area Plan
Other Funds
0.78%
Federal Funds
17.33%
State Funds
6.64%
Program Income
0.22%
Local Funds
75.04%
Federal Funds
State Funds
Program Income
Local Funds
Other Funds

AAA: Frederick
Data Submitted: 5/27/2022

Area Plan Data - Share of Funds

| | |
|---|---|
| Federal Funds | 17% |
| State Funds | 7% |
| Program Income | 0.002156 |
| Local Funds | 75% |
| Other Funds | 1% |
| Total | 100% |

| | BudPg3 Comm Svcs | | | BudPg 11 Cong Meals | | | | Budpg 12 Home Del Mea | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Is Budget Balanced? | **Yes** | **Yes** | **Yes** | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

| | SUMMARY BUDGET | FY 2023 | | | |
|---|---|---|---|---|---|
| | | Date: | 5/27/2022 | | |
| Budget Page 1 | | AAA: | Frederick | | |

| *Funding Allocation* | Older Americans Act Funds | Non-Older Americans Act Funds | NSIP Funds | Program Income | Total Budget |
|---|---|---|---|---|---|
| *Administration* | $ - | $ 2,297,467 | | | $ 2,297,467 |
| *Community Services IIIB* | $ 211,437 | $ 917,205 | | $ 1,000 | $ 1,129,642 |
| *Congregate Meals IIIC1* | $ 166,224 | $ 50,483 | $ - | $ 2,000 | $ 218,707 |
| *Home Delivered Meals IIIC2* | $ 267,653 | $ 750,720 | $ 63,695 | $ 7,500 | $ 1,089,568 |
| *Evidence Based Health Promotion IIID* | $ 13,104 | | | | $ 13,104 |
| *Nat'l Family Caregiver Support Program IIIE* | $ 102,909 | | | | $ 102,909 |
| *Title III B - Ombudsman* | $ 4,457 | | | | $ 4,457 |
| *Title VII Part 2 - Ombudsman* | $ 11,589 | | | | $ 11,589 |
| *Title VII Part 3- Elder Abuse* | $ 2,972 | | | | $ 2,972 |
| *Total* | $ 780,345 | $ 4,015,875 | $ 63,695 | $ 10,500 | $ 4,870,415 |

| *State Grants* | State Funds (Autofill) | *Federal Grant Allocations (pre-transfers)* | Total Funds (Autofill) |
|---|---|---|---|
| State Guardianship | $ 16,325 | Community Services IIIB | $ 211,437 |
| State MAP Information & Assistance | $ 147,227 | Congregate Meals IIIC1 | $ 277,039 |
| Support to MAC | $ - | Home Delivered Meals IIIC2 | $ 156,838 |
| VEPI | $ 16,066 | Evidence Based Health Promotion IIID | $ 13,104 |
| State Ombudsman | $ 42,693 | Nat'l Family Caregiver Support Program IIIE | $ 102,909 |
| State Nutrition | $ 69,074 | Title III B - Ombudsman | $ 4,457 |
| State Hold Harmless | $ 31,832 | Title VII Part 2 - Ombudsman | $ 11,589 |
| | | Title VII Part 3- Elder Abuse | $ 2,972 |
| | | NSIP | $ 63,695 |
| **Is the budget balanced?** | Yes | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | Date: | 5/27/2022 | |
| | | | AAA: | Frederick | |
| Budget Page 1A | PRIORITY SERVICES | FY 2023 | | | |

| Names of Access Services | IIIB Funds Budgeted for Each Access Service | Names of In-Home Services | IIIB Funds Budgeted for Each In-Home Service | Legal Assistance | IIIB Funds Budgeted for Legal Assistance |
|---|---|---|---|---|---|
| Transportation | $ 35,000 | Homemaker | $ - | Legal Assistance | $ 10,572 |
| Assisted Transportation | $ - | Personal Care | $ 40,753 | | |
| Outreach | $ - | Chore | $ 13,214 | | |
| Information and Assistance | $ 14,731 | Friendly Visiting | $ - | | |
| Case Mgmt. | $ - | Telephone Reassurance | $ - | | |
| | | Respite Care | $ - | | |
| | | Adult Day Care | $ - | | |
| | | Minor Home Modifications | $ - | | |
| | | Case Mgmt. | $ - | | |
| **Total** | **$ 49,731** | **Total** | **$ 53,967** | **Total** | **$ 10,572** |
| *Minimum Percentage Required* | *15%* | | *10%* | | *5%* |
| *% of IIIB in FY 2023* | *23.52%* | | *25.52%* | | *5.00%* |

****This page will automatically fill all items****

| | | | | | |
|---|---|---|---|---|---|
| | | | Date: | 5/27/2022 | |
| | | | AAA: | Frederick | |
| Budget Page 1B | Older Americans Act Requirements | | FY 2023 | | |

**MINIMUM PERCENTAGE REQUIREMENT**

| | Minimum % Requirement | IIIB Funds Budgeted by AAA in FY 2023 | % of IIIB in FY 2023 | Acceptable |
|---|---|---|---|---|
| Access Services | 15% | $49,731 | 23.52% | Yes |
| In-Home Services | 10% | $53,967 | 25.52% | Yes |
| Legal Assistance | 5% | $10,572 | 5.00% | Yes |

**MINIMUM MATCH PERCENTAGE REQUIREMENT**

| | Minimum Local % Requirement | Local/Other Funds Budgeted by AAA in FY 2023 | % of Local Funds in FY 2023 | Acceptable |
|---|---|---|---|---|
| IIIB | 10% | $621,428 | 293.91% | Yes |
| IIIC1 and IIIC2 | 10% | $705,129 | 162.52% | Yes |
| Caregiver - IIIE | 25% | $68,634 | 66.69% | Yes |

**Federal Funds Transfers (See Instructions)**

| FROM Title | TO Title | Maximum Allowable Transfer | Requested Transfer (in Dollars) | Percentage Transfer | Acceptable |
|---|---|---|---|---|---|
| IIIB - Comm. Svcs. | IIIC1 - Cong. Meals | | | | |
| IIIB - Comm. Svcs. | IIIC2 - Home Del. Meals | | | | |
| IIIB - Comm. Svcs. | IIIC - Nutrition | 30.00% | $ - | 0.00% | Yes |
| IIIC1 - Cong. Meals | IIIB - Comm. Svcs. | | | | |
| IIIC2 - Home Del. Meals | IIIB - Comm. Svcs. | | | | |
| IIIC - Nutrition | IIIB - Comm. Svcs. | 30.00% | $ - | 0.00% | Yes |
| IIIC1 - Cong. Meals | IIIC2 - Home Del. Meals | 40.00% | $ 110,815.00 | 40.00% | Yes |
| IIIC2 - Home Del. Meals | IIIC1 - Cong. Meals | 40.00% | | 0.00% | Yes |

**Maximum Grandparent Percentage Requirement**

| Maximum Grandparents | Maximum Percentage | Budgeted by AAA | % of IIIE Allocation | Acceptable? |
|---|---|---|---|---|
| IIIE | 10% | $ 794.00 | 0.007715555 | Yes |

<< BACK TO HOMEPAGE >>

## ADMINISTRATION BUDGET FY 2023

Date: 5/27/2022
AAA: Frederick

Budget Page 2

| Budget Category | Source of Title III Allocation | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | III B | III C-1 | III C-2 | IIIE | Total Title III | Matching Funds (Local Gov't) | Matching Funds - Other (non- | Totals (This Page) |
| 1) Salaries | | | | | $ - | $ 1,446,404.00 | | $ 1,446,404 |
| 2) Fringe | | | | | $ - | $ 562,752.00 | | $ 562,752 |
| 3) Travel | | | | | $ - | $ 13,111.00 | | $ 13,111 |
| 4) Building Space | | | | | $ - | $ 39,000.00 | | $ 39,000 |
| 5) Printing & Supplies | | | | | $ - | $ 11,072.00 | | $ 11,072 |
| 6) Equipment | | | | | $ - | $ 1,720.00 | | $ 1,720 |
| 7) Equip. Maintenance & Repairs | | | | | $ - | $ 10,516.00 | | $ 10,516 |
| 8) Communications | | | | | $ - | $ 18,752.00 | | $ 18,752 |
| 9) Utilities | | | | | $ - | $ - | | $ - |
| 10) Vehicle Costs | | | | | $ - | $ 4,250.00 | | $ 4,250 |
| 11) Training | | | | | $ - | $ 1,050.00 | | $ 1,050 |
| 12) Contractual Services (MOUs and Agreements should be considered) | | | | | $ - | $ 116,480.00 | | $ 116,480 |
| 13) Other Costs | | | | | $ - | $ 72,360.00 | | $ 72,360 |
| 14) | | | | | $ - | $ - | | $ - |
| 15) | | | | | $ - | $ - | | $ - |
| 16) | | | | | $ - | $ - | | $ - |
| Totals | $ - | $ - | $ - | $ - | $ - | $ 2,297,467 | $ - | $ 2,297,467 |

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

Administration Requirements

| | Total Title III for Admin | Total Title III | Percentage | Acceptable |
|---|---|---|---|---|
| Only 10% of Title III can be used for Admin | $ - | $ 761,327 | 0.00% | Yes |

| | Total Match Funds | Total Admin Budget | Percentage | Acceptable |
|---|---|---|---|---|
| At least 25% of the admin budget must be non-Title III | $ 2,297,467 | $ 2,297,467 | 100.00% | Yes |

| Other Administration Funding Sources | Total |
|---|---|
| Total | $ - |

| COMMUNITY SERVICES BUDGET SUMMARY | | FY 2023 | | Date: | 5/27/2022 |
|---|---|---|---|---|---|
| Budget Page 3 | | | | AAA: | Frederick |

| Budget Category | Community Services (Non-Food) | State Grants | Community Services Budget Total |
|---|---|---|---|
| 1) Salaries | $ 548,801 | $ 177,670 | $ 726,471 |
| 2) Fringe | $ 271,423 | $ 31,442 | $ 302,865 |
| 3) Travel | $ 21,057 | $ 500 | $ 21,557 |
| 4) Building Space | $ - | $ - | $ - |
| 5) Printing & Supplies | $ 23,300 | $ 9,598 | $ 32,898 |
| 6) Equipment | $ 21,080 | $ 221 | $ 21,301 |
| 7) Equip. Maintenance & Repairs | $ - | $ - | $ - |
| 8) Communications | $ 8,150 | $ 850 | $ 9,000 |
| 9) Utilities | $ - | $ - | $ - |
| 10) Vehicle Costs | $ 393 | $ 103 | $ 496 |
| 11) Training | $ 4,800 | $ 330 | $ 5,130 |
| 12) Contractual Services (MOUs and Agreements should be considered) | $ 112,472 | $ - | $ 112,472 |
| 13) Other Costs | $ 30,886 | $ 1,597 | $ 32,483 |
| 14) Total Costs (sum 1-13) | $ 1,042,362 | $ 222,311 | $ 1,264,673 |
| 15) Program Income (Reinvested) | $ 1,000 | $ - | $ 1,000 |
| 16) Net Costs (14-15) | $ 1,041,362 | $ 222,311 | $ 1,263,673 |
| 17) State Funds (Hold Harmless/State Grants) | $ 4,832 | $ 222,311 | $ 227,143 |
| 18) Local Gov't/County Funds | $ 652,062 | | $ 652,062 |
| 19) Other Funds* | $ 38,000 | $ - | $ 38,000 |
| 20) Title III B Funds | $ 211,437 | | $ 211,437 |
| 21) Title III C1 Funds | $ - | | $ - |
| 22) Title III C2 Funds | $ - | | $ - |
| 23) Title III D Funds | $ 13,104 | | $ 13,104 |
| 24) Title III E Funds | $ 102,909 | | $ 102,909 |
| 25) Title III B - Ombudsman | $ 4,457 | | $ 4,457 |
| 26) Title VII Part 2 - Ombudsman | $ 11,589 | | $ 11,589 |
| 27) Title VII Part 3 - Elder Abuse | $ 2,972 | | $ 2,972 |
| Is the budget balanced? | Yes | Yes | Yes |
| | $ - | $ - | $ - |

*Breakdown of Other Funds (Line 19)

| Source | Amount of Cash Contributions | Amount of In-Kind Contribution | If In-Kind, Identify Type of Contribution | Total Other Resources |
|---|---|---|---|---|
| State Guardianship, Income (Allowance Payments) | $2,000.00 | | | $ 2,000 |
| Title III B Senior Centers: postage, dues, Grants to Centers | 31500 | | | $ 31,500 |
| Title III B Volunteer Development / Consumer Educaotin: | 2000 | | | $ 2,000 |
| | | | | $ - |
| | | | | $ - |
| 3B-Transportation, Participant Collections | $2,500.00 | | | $ 2,500 |
| Totals | $ 38,000 | $ - | | $ 38,000 |
| | | | Does "Other Funds Breakout" equal Line 19? | Yes |

<< BACK TO HOMEPAGE >>

| Community Services Budget Detail | FY 2023 | | | | Date: | 5/27/2022 |
|---|---|---|---|---|---|---|
| Budget Page 4 | | Cluster 1 Registered Services | | | AAA: | Frederick |

| Budget Category | Personal Care | Homemaker | Chore | Adult Day Care | Case Mgmt. | Total (this page) |
|---|---|---|---|---|---|---|
| 1) Salaries | $ 157,760 | | $ 32,752 | | | $ 190,512 |
| 2) Fringe | $ 84,904 | | $ 17,627 | | | $ 102,531 |
| 3) Travel | $ 14,000 | | $ 3,400 | | | $ 17,400 |
| 4) Building Space | | | | | | $ - |
| 5) Printing & Supplies | | | | | | $ - |
| 6) Equipment | | | | | | $ - |
| 7) Equip. Maintenance & Repairs | | | | | | $ - |
| 8) Communications | | | | | | $ - |
| 9) Utilities | | | | | | $ - |
| 10) Vehicle Costs | | | | | | $ - |
| 11) Training | $ 666 | | $ 666 | | | $ 1,332 |
| 12) Contractual Services (MOUs and Agreements should be considered) | | | | | | $ - |
| 13) Other Costs | | | | | | $ - |
| 14) Total Costs (sum 1-13) | $ 257,330 | $ - | $ 54,445 | $ - | $ - | $ 311,775 |
| 15) Program Income (Reinvested) | | | | | | $ - |
| 16) Net Costs (14-15) | $ 257,330 | $ - | $ 54,445 | $ - | $ - | $ 311,775 |
| 17) State Funds (Hold Harmless) | | | | | | $ - |
| 18) Local Gov't/County Funds | $ 216,577 | | $ 41,231 | | | $ 257,808 |
| 19) Other Funds* | | | | | | $ - |
| 20) Title III B Funds | $ 40,753 | | $ 13,214 | | | $ 53,967 |
| 21) Title III C1 Funds | | | | | | $ - |
| 22) Title III C2 Funds | | | | | | $ - |
| 23) Title III D Funds | | | | | | $ - |
| 24) Title III E Funds | | | | | | $ - |
| 25) Title III B - Ombudsman | | | | | | $ - |
| 26) Title VII Part 2- Ombudsman | | | | | | $ - |
| 27) Title VII Part 3- Elder Abuse | | | | | | $ - |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | $0 |

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

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

| | | | |
|---|---|---|---|
| | | Date: | 5/27/2022 |
| Community Services Budget Detail | FY 2023 | AAA: | Frederick |
| Budget Page 5 | Cluster 2 Registered Services | | |
| | | | |
| Budget Category | Nutrition Counseling (non-MNT) | Assisted Transportation | Total (this page) |
| 1) Salaries | | | $ - |
| 2) Fringe | | | $ - |
| 3) Travel | | | $ - |
| 4) Building Space | | | $ - |
| 5) Printing & Supplies | | | $ - |
| 6) Equipment | | | $ - |
| 7) Equip. Maintenance & Repairs | | | $ - |
| 8) Communications | | | $ - |
| 9) Utilities | | | $ - |
| 10) Vehicle Costs | | | $ - |
| 11) Training | | | $ - |
| 12) Contractual Services (MOUs and Agreements should be considered) | | | $ - |
| 13) Other Costs | | | $ - |
| 14) Total Costs (sum 1-13) | $ - | $ - | $ - |
| 15) Program Income (Reinvested) | | | $ - |
| 16) Net Costs (14-15) | $ - | $ - | $ - |
| 17) State Funds (Hold Harmless) | | | $ - |
| 18) Local Gov't/County Funds | | | $ - |
| 19) Other Funds* | | | $ - |
| 20) Title III B Funds | | | $ - |
| 21) Title III C1 Funds | | | $ - |
| 22) Title III C2 Funds | | | $ - |
| 23) Title III D Funds | | | $ - |
| 24) Title III E Funds | | | $ - |
| 25) Title III B - Ombudsman | | | $ - |
| 26) Title VII Part 2- Ombudsman | | | $ - |
| 27) Title VII Part 3- Elder Abuse | | | $ - |
| | | | |
| Is the budget balanced? | Yes | Yes | Yes |
| | | | $0 |
| | | | |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | |
| | | | |
| | | | |
| | | | |
| Total | $ - | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | Date: | 5/27/2022 |
| Community Services Budget Detail | FY 2023 | | | | AAA: | Frederick |
| Budget Page 6 | | | Cluster 3 Non- Registered Services | | | |
| | | | | | | |
| Budget Category | Transportation | Legal Assistance | Nutrition Education | Information and Assistance | Outreach | Total (this page) |
| 1) Salaries | $ 41,692 | | | $ 10,993 | | $ 52,685 |
| 2) Fringe | $ 22,438 | | | $ 3,738 | | $ 26,176 |
| 3) Travel | | | | $ 1,482 | | $ 1,482 |
| 4) Building Space | | | | $ - | | $ - |
| 5) Printing & Supplies | | | | $ 2,350 | | $ 2,350 |
| 6) Equipment | | | | $ 4,300 | | $ 4,300 |
| 7) Equip. Maintenance & Repairs | | | | $ - | | $ - |
| 8) Communications | $ 500 | | | $ 1,200 | | $ 1,700 |
| 9) Utilities | | | | $ - | | $ - |
| 10) Vehicle Costs | $ 393 | | | $ - | | $ 393 |
| 11) Training | $ 666 | | | $ - | | $ 666 |
| 12) Contractual Services (MOUs and Agreements should be considered) | | $ 10,572 | | $ 2,050 | | $ 12,622 |
| 13) Other Costs | | | | $ 232 | | $ 232 |
| 14) Total Costs (sum 1-13) | $ 65,689 | $ 10,572 | $ - | $ 26,345 | $ - | $ 102,606 |
| 15) Program Income (Reinvested) | | | | | | $ - |
| 16) Net Costs (14-15) | $ 65,689 | $ 10,572 | $ - | $ 26,345 | $ - | $ 102,606 |
| 17) State Funds (Hold Harmless) | | | | $ 4,832 | | $ 4,832 |
| 18) Local Gov't/County Funds | $ 28,189 | | | $ 6,782 | | $ 34,971 |
| 19) Other Funds* | $ 2,500 | | | | | $ 2,500 |
| 20) Title III B Funds | $ 35,000 | $ 10,572 | | $ 14,731 | | $ 60,303 |
| 21) Title III C1 Funds | | | | | | $ - |
| 22) Title III C2 Funds | | | | | | $ - |
| 23) Title III D Funds | | | | | | $ - |
| 24) Title III E Funds | | | | | | $ - |
| 25) Title III B - Ombudsman | | | | | | $ - |
| 26) Title VII Part 2- Ombudsman | | | | | | $ - |
| 27) Title VII Part 3- Elder Abuse | | | | | | $ - |
| | | | | | | |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | $0 |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | $ - | | | | | |
| | | | | | | |
| << *Please record the other funding sources on budget page 3. >> | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Date: | 5/27/2022 | |
| Community Services Budget Detail | FY 2023 | | | AAA: | Frederick | |
| Budget Page 7 | | Other Services Funded by Title III and Title VII | | | | |
| | | | | | | |
| Budget Category | Ombudsman | General (non-Ombs.) Elder Abuse | Evidence-Based Health promotion | Non-Evidence Based Health promotion | Guardianship | Total (this page) |
| 1) Salaries | $ 48,726 | $ 1,309 | $ - | $ - | $ 24,978 | $ 75,013 |
| 2) Fringe | $ 20,374 | $ 548 | $ - | $ - | $ 6,151 | $ 27,073 |
| 3) Travel | $ 500 | $ 175 | $ - | $ - | $ - | $ 675 |
| 4) Building Space | $ - | $ - | $ - | $ - | $ - | $ - |
| 5) Printing & Supplies | $ 800 | $ 250 | $ - | $ - | $ 2,000 | $ 3,050 |
| 6) Equipment | $ 3,080 | $ 200 | $ - | $ - | $ - | $ 3,280 |
| 7) Equip. Maintenance & Repairs | $ - | $ - | $ - | $ - | $ - | $ - |
| 8) Communications | $ 1,300 | $ 200 | $ - | $ - | $ - | $ 1,500 |
| 9) Utilities | $ - | $ - | $ - | $ - | $ - | $ - |
| 10) Vehicle Costs | $ - | $ - | $ - | $ - | $ - | $ - |
| 11) Training | $ 200 | $ 100 | $ - | $ - | $ - | $ 300 |
| 12) Contractual Services (MOUs and Agreements should be considered) | $ 100 | $ 50 | $ 13,104 | $ - | $ - | $ 13,254 |
| 13) Other Costs | $ 900 | $ 140 | $ - | $ - | $ - | $ 1,040 |
| 14) Total Costs (sum 1-13) | $ 75,980 | $ 2,972 | $ 13,104 | $ - | $ 33,129 | $ 125,185 |
| 15) Program Income (Reinvested) | | | | | | $ - |
| 16) Net Costs (14-15) | $ 75,980 | $ 2,972 | $ 13,104 | $ - | $ 33,129 | $ 125,185 |
| 17) State Funds (Hold Harmless) | | | | | | $ - |
| 18) Local Gov't/County Funds | $ 59,934 | $ - | $ - | $ - | $ 31,129 | $ 91,063 |
| 19) Other Funds* | | | | | $ 2,000 | $ 2,000 |
| 20) Title III B Funds | | | | | | $ - |
| 21) Title III C1 Funds | | | | | | $ - |
| 22) Title III C2 Funds | | | | | | $ - |
| 23) Title III D Funds | | | $ 13,104 | | | $ 13,104 |
| 24) Title III E Funds | | | | | | $ - |
| 25) Title III B - Ombudsman | $ 4,457 | | | | | $ 4,457 |
| 26) Title VII Part 2- Ombudsman | $ 11,589 | | | | | $ 11,589 |
| 27) Title VII Part 3- Elder Abuse | | $ 2,972 | | | | $ 2,972 |
| | | | | | | |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | $0 |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | | |
| FOMB & EA: postage | $ 1,040 | | | | | |
| | | | | | | |
| | | | | | | |
| Total | $ 1,040 | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | Date: | 5/27/2022 | | |
| Community Services Budget Detail | FY 2023 | | | AAA: | Frederick | | |
| Budget Page 8 | | Other Title IIIB-Eligible Services | | | | | |
| | | | | | | | |
| Budget Category | Friendly Visiting | Telephone Reassurance | Minor Home Modifications | Senior Centers/ Recreation | Volunteer Dev. / Consumer Educ. | (Enter Program Name) | Total (this page) |
| 1) Salaries | | | | $ 147,730 | $ 5,786 | | $ 153,516 |
| 2) Fringe | | | | $ 79,507 | $ 3,114 | | $ 82,621 |
| 3) Travel | | | | $ - | $ - | | $ - |
| 4) Building Space | | | | | | | $ - |
| 5) Printing & Supplies | | | | $ 10,001 | $ 4,999 | | $ 15,000 |
| 6) Equipment | | | | $ 6,667 | $ 3,333 | | $ 10,000 |
| 7) Equip. Maintenance & Repairs | | | | | | | $ - |
| 8) Communications | | | | $ 2,667 | $ 1,333 | | $ 4,000 |
| 9) Utilities | | | | | | | $ - |
| 10) Vehicle Costs | | | | $ - | | | $ - |
| 11) Training | | | | $ 1,336 | $ 666 | | $ 2,002 |
| 12) Contractual Services (MOUs and Agreements should be considered) | | | | $ 23,334 | $ 11,666 | | $ 35,000 |
| 13) Other Costs | | | | $ 21,912 | $ 6,202 | | $ 28,114 |
| 14) Total Costs (sum 1-13) | $ - | $ - | $ - | $ 293,154 | $ 37,099 | $ - | $ 330,253 |
| 15) Program Income (Reinvested) | | | | | | | $ - |
| 16) Net Costs (14-15) | $ - | $ - | $ - | $ 293,154 | $ 37,099 | $ - | $ 330,253 |
| 17) State Funds (Hold Harmless) | | | | | | | $ - |
| 18) Local Gov't/County Funds | | | | $ 192,302 | $ 7,284 | | $ 199,586 |
| 19) Other Funds* | | | | $ 31,500 | $ 2,000 | | $ 33,500 |
| 20) Title III B Funds | | | | $ 69,352 | $ 27,815 | | $ 97,167 |
| 21) Title III C1 Funds | | | | | | | $ - |
| 22) Title III C2 Funds | | | | | | | $ - |
| 23) Title III D Funds | | | | | | | $ - |
| 24) Title III E Funds | | | | | | | $ - |
| 25) Title III B - Ombudsman | | | | | | | $ - |
| 26) Title VII Part 2- Ombudsman | | | | | | | $ - |
| 27) Title VII Part 3- Elder Abuse | | | | | | | $ - |
| | | | | | | | |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | | $0 |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | | | |
| Title III B Senior Centers: postage, dues, | 21912 | | | | | | |
| Title III B Volunteer Development / Cons | 6202 | | | | | | |
| | | | | | | | |
| Total | $ 28,114 | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Date: | 5/27/2022 | |
| Community Services Budget Detail | FY 2023 | | | AAA: | Frederick | |
| Budget Page 9 | | | | | | |
| | National Family Caregiver Support Program - Family Caregivers of Older Adults Only | | | | | |
| Budget Category | Education/Training/Support | Respite Care | Supplemental Services | Access Assistance | Information Services | Total (this page) |
| 1) Salaries | $ 698 | | $ 2,008 | $ 21,822 | $ 52,373 | $ 76,901 |
| 2) Fringe | $ 299 | | $ 860 | $ 9,349 | $ 22,439 | $ 32,947 |
| 3) Travel | | | | | $ 1,500 | $ 1,500 |
| 4) Building Space | | | | | $ - | $ - |
| 5) Printing & Supplies | | | | | $ 2,900 | $ 2,900 |
| 6) Equipment | | | | | $ 3,500 | $ 3,500 |
| 7) Equip. Maintenance & Repairs | | | | | $ - | $ - |
| 8) Communications | | | | | $ 950 | $ 950 |
| 9) Utilities | | | | | $ - | $ - |
| 10) Vehicle Costs | | | | | $ - | $ - |
| 11) Training | | | | | $ 500 | $ 500 |
| 12) Contractual Services (MOUs and Agreements should be considered) | $ 770 | $ 50,126 | | | $ - | $ 50,896 |
| 13) Other Costs | | | | | $ 1,500 | $ 1,500 |
| 14) Total Costs (sum 1-13) | $ 1,767 | $ 50,126 | $ 2,868 | $ 31,171 | $ 85,662 | $ 171,594 |
| 15) Program Income (Reinvested) | | $ 1,000 | | | | $ 1,000 |
| 16) Net Costs (14-15) | $ 1,767 | $ 49,126 | $ 2,868 | $ 31,171 | $ 85,662 | $ 170,594 |
| 17) State Funds (Hold Harmless) | | | | | | $ - |
| 18) Local Gov't/County Funds | $ 600 | $ - | $ 1,100 | $ 18,000 | $ 48,779 | $ 68,479 |
| 19) Other Funds* | | | | | | $ - |
| 20) Title III B Funds | | | | | | $ - |
| 21) Title III C1 Funds | | | | | | $ - |
| 22) Title III C2 Funds | | | | | | $ - |
| 23) Title III D Funds | | | | | | $ - |
| 24) Title III E Funds | $ 1,167 | $ 49,126 | $ 1,768 | $ 13,171 | $ 36,883 | $ 102,115 |
| 25) Title III B - Ombudsman | | | | | | $ - |
| 26) Title VII Part 2- Ombudsman | | | | | | $ - |
| 27) Title VII Part 3- Elder Abuse | | | | | | $ - |
| | | | | | | |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | $0 |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | | |
| Title IIIE: postage, dues, food | $ 1,500 | | | | | |
| | | | | | | |
| | | | | | | |
| Total | $ 1,500 | | | | | |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Date: | 5/27/2022 | |
| Community Services Budget Detail | FY 2023 | | | AAA: | Frederick | |
| Budget Page 9A | | | | | | |
| | National Family Caregiver Support Program - Grandparents Serving Grandchildren Only | | | | | |
| Budget Category | Education/Training/ Support | Respite Care | Supplemental Services | Access Assistance | Information Services | Total (this page) |
| 1) Salaries | | $ - | | $ 174 | $ - | $ 174 |
| 2) Fringe | | $ - | | $ 75 | $ - | $ 75 |
| 3) Travel | | $ - | | | $ - | $ - |
| 4) Building Space | | $ - | | | $ - | $ - |
| 5) Printing & Supplies | | $ - | | | $ - | $ - |
| 6) Equipment | | $ - | | | $ - | $ - |
| 7) Equip. Maintenance & Repairs | | $ - | | | $ - | $ - |
| 8) Communications | | $ - | | | $ - | $ - |
| 9) Utilities | | $ - | | | $ - | $ - |
| 10) Vehicle Costs | | $ - | | | $ - | $ - |
| 11) Training | | $ - | | | $ - | $ - |
| 12) Contractual Services (MOUs and Agreements should be considered) | | $ 700 | | | $ - | $ 700 |
| 13) Other Costs | | $ - | | | $ - | $ - |
| 14) Total Costs (sum 1-13) | $ - | $ 700 | $ - | $ 249 | $ - | $ 949 |
| 15) Program Income (Reinvested) | | | | | | $ - |
| 16) Net Costs (14-15) | $ - | $ 700 | $ - | $ 249 | $ - | $ 949 |
| 17) State Funds (Hold Harmless) | | $ - | | | $ - | $ - |
| 18) Local Gov't/County Funds | | $ - | | $ 155 | $ - | $ 155 |
| 19) Other Funds* | | $ - | | | $ - | $ - |
| 20) Title III B Funds | | $ - | | | $ - | $ - |
| 21) Title III C1 Funds | | | | | | $ - |
| 22) Title III C2 Funds | | | | | | $ - |
| 23) Title III D Funds | | | | | | $ - |
| 24) Title III E Funds | | $ 700 | | $ 94 | $ - | $ 794 |
| 25) Title III B - Ombudsman | | | | | | $ - |
| 26) Title VII Part 2- Ombudsman | | | | | | $ - |
| 27) Title VII Part 3- Elder Abuse | | | | | | $ - |
| | | | | | | |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | $0 |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | $ - | | | | | |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Date: | 5/27/2022 | |
| Community Services Budget Detail | FY 2023 | | | AAA: | Frederick | |
| Services Funded with State General Funds | | | | | | |
| Budget Page 10 | ONLY STATE FUNDS | | | | | |
| Budget Category | State Guardianship | State MAP Information & Assistance | Support to MAC | VEPI (Autofill from Page 10A) | State Ombudsman | Total this page |
| 1) Salaries | $ 3,543 | $ 132,164 | | $ 11,858 | $ 30,105 | $ 177,670 |
| 2) Fringe | $ 872 | $ 15,063 | | $ 2,919 | $ 12,588 | $ 31,442 |
| 3) Travel | $ 500 | $ - | | $ - | $ - | $ 500 |
| 4) Building Space | $ - | $ - | | $ - | $ - | $ - |
| 5) Printing & Supplies | $ 9,227 | $ - | | $ 371 | $ - | $ 9,598 |
| 6) Equipment | $ 50 | $ - | | $ 171 | $ - | $ 221 |
| 7) Equip. Maintenance & Repairs | $ - | $ - | | $ - | $ - | $ - |
| 8) Communications | $ 850 | $ - | | $ - | $ - | $ 850 |
| 9) Utilities | $ - | $ - | | $ - | $ - | $ - |
| 10) Vehicle Costs | $ 103 | $ - | | $ - | $ - | $ 103 |
| 11) Training | $ 330 | $ - | | $ - | $ - | $ 330 |
| 12) Contractual Services (MOUs and Agreements should be considered) | $ - | $ - | | $ - | $ - | $ - |
| 13) Other Costs | $ 850 | | | $ 747 | $ - | $ 1,597 |
| 14) Total Costs (sum 1-13) | $ 16,325 | $ 147,227 | $ - | $ 16,066 | $ 42,693 | $ 222,311 |
| 15) Program Income (Reinvested) | | | | | | $ - |
| 16) Net Costs (15-16) | $ 16,325 | $ 147,227 | $ - | $ 16,066 | $ 42,693 | $ 222,311 |
| 17) State Funds (excluding hold harmless) | $ 16,325 | $ 147,227 | | $ 16,066 | $ 42,693 | $ 222,311 |
| 18) Other Non-Federal, Non-State Resources | Please include "Other Funds" on Page 7 | Please include "Other Funds" on Page 6 | | | Please include "Other Funds" on Page 7 | $ - |
| Is the budget balanced? | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | | | | $0 |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | | |
| State MAP I&A: advertising, postage, food, misc. op | $ 1,597 | | | | | |
| | | | | | | |
| | | | | | | |
| Total | $ 1,597 | | | | | |

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

| | | | | | |
|---|---|---|---|---|---|
| | | | | Date: | 5/27/2022 |
| Services Funded with State VEPI Funds | | FY 2023 | | AAA: | Frederick |
| Budget Page 10A | | | | | |
| | | ONLY VEPI FUNDS | | | |
| Budget Category | VEPI SHIP | VEPI Ombuds | VEPI Guard | Total (this page) | |
| 1) Salaries | | | $ 11,858 | $ 11,858 | |
| 2) Fringe | | | $ 2,919 | $ 2,919 | |
| 3) Travel | | | $ - | $ - | |
| 4) Building Space | | | $ - | $ - | |
| 5) Printing & Supplies | | | $ 371 | $ 371 | |
| 6) Equipment | | | $ 171 | $ 171 | |
| 7) Equipment Maintenance & Repair | | | $ - | $ - | |
| 8) Communications | | | $ - | $ - | |
| 9) Utilities | | | $ - | $ - | |
| 10) Vehicle Costs | | | $ - | $ - | |
| 11) Training | | | $ - | $ - | |
| 12) Contractual Services | | | $ - | $ - | |
| 13) Other Costs | | | $ 747 | $ 747 | |
| 14) Total Costs (sum 1-13) | $ - | $ - | $ 16,066 | $ 16,066 | |
| 15) Program Income (Reinvested) | | | | $ - | |
| 16) Net Costs (15-16) | $ - | $ - | $ 16,066 | $ 16,066 | |
| 17) State Funds (excluding hold harmless) | | | $ 16,066 | $ 16,066 | |
| 18) Other Non-Federal, Non-State Resources | | | | $ - | |
| | | | | | |
| Is the budget balanced? | Yes | Yes | Yes | Yes | |
| | | | | $0 | |
| Breakout of Other Costs (if over $1,000 or 10% of the total program) (Line 13) | Total Cost | | | | |
| Vul. Elderly: postage, dues | 747 | | | | |
| | | | | | |
| | | | | | |
| Total | $ 747 | | | | |
| | | | | | |
| Note: VEPI is not a program. It is directed funding towards SHIP, Ombudsman and/or Guardianship. If the AAA is utilizing local funds for one of these programs, please note that on pages 7 or 8 in the relevant program column. | | | | | |

| Congregate Meals Budget | FY 2023 | | Date: | 5/27/2022 |
|---|---|---|---|---|
| Budget Page 11 | | Congregate Meals | AAA: | Frederick |

| Budget Category | Meal Costs | Supportive Services | Program Management | Total (this page) |
|---|---|---|---|---|
| 1) Salaries | $ - | $ 147,649 | $ - | $ 147,649 |
| 2) Fringe | $ - | $ 57,276 | $ - | $ 57,276 |
| 3) Travel | $ - | $ 250 | $ - | $ 250 |
| 4) Building Space | $ - | | $ - | $ - |
| 5) Printing | | $ 400 | $ - | $ 400 |
| 6) Supplies | $ - | $ - | $ - | $ - |
| 7) Equipment | $ - | $ - | $ 3,132 | $ 3,132 |
| 8) Communications | | $ - | $ 2,500 | $ 2,500 |
| 9) Utilities | $ - | $ - | $ - | $ - |
| 10) Vehicle Costs | $ 5,000 | $ - | $ - | $ 5,000 |
| 11) Food Costs | $ 2,500 | | | $ 2,500 |
| 12) Other Costs | $ - | $ - | $ - | $ - |
| 13) Non-Meal Contracts | | $ - | $ - | $ - |
| 14) Nutrition Education | | $ - | | $ - |
| 15) Nutrition Counseling | | $ - | | $ - |
| 16) Total Costs (sum 1:15) | $ 7,500 | $ 205,575 | $ 5,632 | $ 218,707 |
| 17) Program Income (Reinvested into Congregate Meals) | $ 2,000 | $ - | $ - | $ 2,000 |
| 18) Net Costs = (16-17) | $ 5,500 | $ 205,575 | $ 5,632 | $ 216,707 |
| 19) Local Gov't/County Funds | $ - | $ 50,483 | $ - | $ 50,483 |
| 20) State Nutrition Funds (excluding Hold Harmless) | $ - | | | $ - |
| 21) State Hold Harmless (if applicable) | $ - | $ - | $ - | $ - |
| 22) Title IIIC1 Funds | $ 5,500 | $ 155,092 | $ 5,632 | $ 166,224 |
| 23) Nutrition Services Incentive Program (NSIP) | $ - | | | $ - |
| 24) Other Resources* (Record details below) | $ - | $ - | $ - | $ - |
| Is the budget balanced? | Yes | Yes | Yes | Yes |
| | | | | $0 |

*Breakdown of Other Resources (Line 24)

| Source | Amount of Cash contribution | Amount of In-Kind contribution | If In-Kind, identify type of contribution | Total Other Resources |
|---|---|---|---|---|
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| Totals | $0.00 | $0.00 | | $ - |

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

| Breakout of Other Costs (if over $5,000) (Line 12) | Total Cost | | Please Enter the Number of Congregate Meals to be served | Unit Cost per Congregate Meal |
|---|---|---|---|---|
| | | | 3,700 | 2.027027027 |
| | | | | |
| | | | | |
| Total | $ - | | | |

| Home Delivered Meals Budget | FY 2023 | | Date: | 5/27/2022 |
|---|---|---|---|---|
| Budget Page 12 | | Home Delivered Meals | AAA: | Frederick |

| Budget Category | Meal Costs | Supportive Services | Program Management | Total (this page) |
|---|---|---|---|---|
| 1) Salaries | $ - | $ 226,813 | $ - | $ 226,813 |
| 2) Fringe | $ - | $ 72,270 | $ - | $ 72,270 |
| 3) Travel | $ - | $ - | $ 1,990 | $ 1,990 |
| 4) Building Space | $ - | | $ - | $ - |
| 5) Printing | | $ 2,036 | $ - | $ 2,036 |
| 6) Supplies | $ 10,000 | $ - | $ 15,930 | $ 25,930 |
| 7) Equipment | $ 12,512 | $ - | $ - | $ 12,512 |
| 8) Communications | | $ - | $ 400 | $ 400 |
| 9) Utilities | $ - | | | $ - |
| 10) Vehicle Costs | $ 55,872 | $ - | $ - | $ 55,872 |
| 11) Food Costs | $ 689,005 | $ - | | $ 689,005 |
| 12) Other Costs | $ - | $ 2,740 | $ - | $ 2,740 |
| 13) Non-Meal Contracts | | $ - | $ - | $ - |
| 14) Nutrition Education | | $ - | | $ - |
| 15) Nutrition Counseling | | $ - | | $ - |
| 16) Total Costs (sum 1:15) | $ 767,389 | $ 303,859 | $ 18,320 | $ 1,089,568 |
| 17) Program Income (Reinvested into Home Delivered Meals) | $ 7,500 | $ - | $ - | $ 7,500 |
| 18) Net Costs = (16-17) | $ 759,889 | $ 303,859 | $ 18,320 | $ 1,082,068 |
| 19) Local Gov't/County Funds | $ 337,243 | $ 299,083 | $ 18,320 | $ 654,646 |
| 20) State Nutrition Funds (excluding Hold Harmless) | $ 69,074 | | | $ 69,074 |
| 21) State Hold Harmless (if applicable) | $ 27,000 | $ - | $ - | $ 27,000 |
| 22) Title IIIC2 Funds | $ 262,877 | $ 4,776 | $ - | $ 267,653 |
| 23) Nutrition Services Incentive Program (NSIP) | $ 63,695 | | | $ 63,695 |
| 24) Other Resources* (Record details below) | $ - | $ - | $ - | $ - |
| Is the budget balanced? | Yes | Yes | Yes | Yes |
| | | | | $0 |

*Breakdown of Other Resources (Line 24)

| Source | Amount of Cash contribution | Amount of In-Kind contribution | If In-Kind, identify type of contribution | Total Other Resources |
|---|---|---|---|---|
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| Totals | $ - | $ - | | $ - |

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

| Breakout of Other Costs (if over $5,000) (Line 12) | Total Cost | | Please Enter the Number of Home Delivered Meals to be served | Unit Cost per Home Delivered Meal |
|---|---|---|---|---|
| HDM: postage, dues, misc. operating expense | 2740 | | 129,197.00 | $ 5.94 |
| Total | $ 2,740 | | | |

| Ombudsman Program | FY 2023 | | | |
|---|---|---|---|---|
| Budget Page 13 | | Date: | 5/27/2022 | |
| | | AAA: | Frederick | |
| (Program funding from all sources will autofill) | | | | |
| | | | | |
| Revenue Source | OAA and Locally Funded Ombudsman | State Ombudsman | VEPI Ombudsman | Total Ombudsman |
| Budget Category | | | | |
| 1) Salaries | $ 48,726 | $ 30,105 | $ - | $ 78,831 |
| 2) Fringe | $ 20,374 | $ 12,588 | $ - | $ 32,962 |
| 3) Travel | $ 500 | $ - | $ - | $ 500 |
| 4) Building Space | $ - | $ - | $ - | $ - |
| 5) Printing & Supplies | $ 800 | $ - | $ - | $ 800 |
| 6) Equipment | $ 3,080 | $ - | $ - | $ 3,080 |
| 7) Equip. Maint.& Repair | $ - | $ - | $ - | $ - |
| 8) Communications | $ 1,300 | $ - | $ - | $ 1,300 |
| 9) Utilities | $ - | $ - | $ - | $ - |
| 10) Vehicle Costs | $ - | $ - | $ - | $ - |
| 11) Training | $ 200 | $ - | $ - | $ 200 |
| 12) Contractual Services | $ 100 | $ - | $ - | $ 100 |
| 13) Other Costs | $ 900 | $ - | $ - | $ 900 |
| 14) Total Costs (sum 1-13) | $ 75,980 | $ 42,693 | $ - | $ 118,673 |
| 15) Program Income (Reinvested) | $ - | $ - | $ - | $ - |
| 16) Net Costs (14-15) | $ 75,980 | $ 42,693 | $ - | $ 118,673 |
| 17) State Funds (Hold Harmless) | $ - | | | $ - |
| 18) Local Gov't/County Funds | $ 59,934 | | | $ 59,934 |
| 19) Other Funds* | $ - | | | $ - |
| 20) Title III B Funds | $ - | | | $ - |
| 21) Title III C1 Funds | $ - | | | $ - |
| 22) Title III C2 Funds | $ - | | | $ - |
| 23) Title III D Funds | $ - | | | $ - |
| 24) Title III E Funds | $ - | | | $ - |
| 25) Title III B - Ombudsman | $ 4,457 | | | $ 4,457 |
| 26) Title VII Part 2- Ombudsman | $ 11,589 | | | $ 11,589 |
| 27) Title VII Part 3- Elder Abuse | $ - | | | $ - |
| | | | | |

| Guardianship Program | FY 2023 | | | |
|---|---|---|---|---|
| Budget Page 14 | | Date: | 5/27/2022 | |
| | | AAA: | Frederick | |
| (Program funding from all sources will autofill) | | | | |
| | | | | |
| Revenue Source | OAA and Locally Funded Guardianship | State Guardianship | VEPI Guardianship | Total Guardianship |
| Budget Category | | | | |
| 1) Salaries | $ 24,978 | $ 3,543 | $ 11,858 | $ 40,379 |
| 2) Fringe | $ 6,151 | $ 872 | $ 2,919 | $ 9,942 |
| 3) Travel | $ - | $ 500 | $ - | $ 500 |
| 4) Building Space | $ - | $ - | $ - | $ - |
| 5) Printing & Supplies | $ 2,000 | $ 9,227 | $ 371 | $ 11,598 |
| 6) Equipment | $ - | $ 50 | $ 171 | $ 221 |
| 7) Equip.Maint.& Repair | $ - | $ - | $ - | $ - |
| 8) Communications | $ - | $ 850 | $ - | $ 850 |
| 9) Utilities | $ - | $ - | $ - | $ - |
| 10) Vehicle Costs | $ - | $ 103 | $ - | $ 103 |
| 11) Training | $ - | $ 330 | $ - | $ 330 |
| 12) Contractual Services | $ - | $ - | $ - | $ - |
| 13) Other Costs | $ - | $ 850 | $ 747 | $ 1,597 |
| 14) Total Costs (sum 1-13) | $ 33,129 | $ 16,325 | $ 16,066 | $ 65,520 |
| 15) Program Income (Reinvested) | $ - | $ - | $ - | $ - |
| 16) Net Costs (14-15) | $ 33,129 | $ 16,325 | $ 16,066 | $ 65,520 |
| 17) State Funds (Hold Harmless) | $ - | | | $ - |
| 18) Local Gov't/County Funds | $ 31,129 | | | $ 31,129 |
| 19) Other Funds* | $ 2,000 | | | $ 2,000 |
| 20) Title III B Funds | $ - | | | $ - |
| 21) Title III C1 Funds | $ - | | | $ - |
| 22) Title III C2 Funds | $ - | | | $ - |
| 23) Title III D Funds | $ - | | | $ - |
| 24) Title III E Funds | $ - | | | $ - |
| 25) Title III B - Ombudsman | $ - | | | $ - |
| 26) Title VII Part 2- Ombudsman | $ - | | | $ - |
| 27) Title VII Part 3- Elder Abuse | $ - | | | $ - |
| | | | | |

Area Agency on Aging: Frederick County

# G. ASSURANCES

***Please initial each page of the Assurances in blue ink.***

## A. Administration

### 1. Organization

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

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

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

### 2. Contracts

The AAA assures that it will

1) Maintain the integrity and public purpose of services provided, and service providers, under this Title in all contractual and commercial relations. **Sec. 306(a)(13)(A);**
2) Disclose to the federal Assistant Secretary for Aging and the Department
   i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and
   ii) the nature of such contract or such relationship**. Sec. 306(a)(13)(B);**
3) Demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided under this Title by such agency has not resulted and will not result from such contract or such relationship. **Sec 306(a)(13)(C)**
4) Demonstrate that the quantity or quality of the services to be provided under this Title by such agency will be enhanced as a result of such contract or such relationship. **Sec. 306(a)(13)(D)**; and
5) On the request of the federal Assistant Secretary for Aging or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals. **Sec. 306(a)(130(E);**

Name and Title: Carolyn B. True, AAA Director

Initials: CBT Date: 5/26/22

**Assurances – FY 2023 Area Plan**

Area Agency on Aging: Frederick County

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

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

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

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

Any agreement described above may not-

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

Name and Title: Carolyn B. True, AAA Director

Initials: CBT

Date: 5/24/22

Area Agency on Aging: Frederick County

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

## B. Comprehensive Plan of Services

### 1. Coordination with Community Action Agencies and other Community Agencies

The AAA assures that it will:

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

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

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

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

Name and Title: Carolyn B. True, AAA Director

Initials: CBT Date: 5/26/22

Area Agency on Aging: Frederick County

**2. Services**

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

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

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

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

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

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

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

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

Name and Title: Carolyn B. True, AAA Director

Initials: CBT

Date: 5/26/22

**3. Nutrition**

The AAA assures that a nutrition project shall

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

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

**4. Outreach**

The AAA assures that it will use outreach effort that will

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

**5. Special Populations**

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

Name and Title: Carolyn B. True, AAA Director

Initials: CBT

Date: 5/24/22

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

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

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

**6. Treatment for Abuse/Neglect**

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

**7. Legal Assistance**

The AAA assures that it will:

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

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

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

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

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

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

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

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

Name and Title: Carolyn B. True, AAA Director

Initials: CBT Date: 5/26/22

## FEDERAL FUNDS ATTACHMENT

**Because some federal funds finance the grant to which this form is attached, certain federal requirements and restrictions apply to the grantee.**

1. Certification Regarding Lobbying Form (Exhibit 1 attached). Sign and return if applicable. 18 U.S.C. 1913 and Section 1352 of P.L. 101-121 require that all prospective and present subgrantees and subcontractors (this includes all levels of funding) who receive more than $100,000 in federal funds must submit the form "Certification Against Lobbying." It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.

2. Form SF-LLL, Disclosure of Lobbying Activities: must be submitted by those receiving more than $100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.

3. Uniform Guidance Pursuant to 2 C.F.R. part 200 and 45 C.F.R. part 75. Grantee must comply with all applicable provisions of 2 C.F.R. part 200 and 45 C.F.R. part 75.

4. Contract Provisions Required by 2 C.F.R. part 200 and 45 C.F.R. part 75. In accordance with 2 C.F.R. part 200 and 45 C.F.R. part 75, and in addition to other provisions required by the grant, all contracts made by the grantee must contain provisions covering the following, as applicable:

   A. Remedies. Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

   B. Termination for Cause and Convenience. All contracts in excess of $10,000 must address termination for cause and for convenience by the non–Federal entity including the manner by which it will be effected and the basis for settlement.

   C. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non–Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working

conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

D. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR part 401 and any implementing regulations issued by the awarding agency.

E. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non–Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

F. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

G. **Procurement of Recovered Materials** (45 C.F.R. § 75.331). A non–Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

5. Audit Requirements. Subpart F of 2 C.F.R. part 200 and 45 C.F.R. part 75 requires that grantees (both recipients and sub-recipients) which expend a total of $750,000 or more in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the aforementioned regulations. All sub-grantee audit reports, performed in compliance with the aforementioned regulations, shall be forwarded within 30 days of

report issuance to the Maryland Department of Aging, Planning and Operations Division, 301 W. Preston Street, #1007, Baltimore, MD 21201.

6. No Discrimination. Grantees receiving federal funding must comply with certain anti-discrimination laws, as described below.

   A. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended, provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment. The HHS implementing regulations are codified at 45 CFR parts 84 and 85.

   B. All subrecipients comply with Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The HHS implementing regulations are codified at 45 CFR part 80.

   C. There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.

   D. For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

   E. The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 2 CFR part 382, "Requirements for Drug-Free Workplace (Financial Assistance)."

   F. Limited English Proficiency - Recipients of Federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. To clarify existing legal requirements, HHS published "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." This guidance, which is available at http://www.hhs.gov/ocr/lep/revisedlep.html, provides a description of the factors that recipients should consider in determining and fulfilling their responsibilities to individuals with limited English proficiency under Title VI of the Civil Rights Act of 1964.

7. Acknowledgment of Federal Funding. As required by HHS appropriations acts, all HHS recipients must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Recipients are required to state (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

8. The Federal Funding Accountability and Transparency Act, as amended ("FFATA"). Complete and return the attached form: Exhibit 2. FFATA requires that information on federal awards (federal financial assistance and expenditures) be made available to the public. For example, FFATA requires the submission of a Dun & Bradstreet Data Universal Numbering System (DUNS) Number for grantee. The FFATA Subaward Reporting System ("FSRS") is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. The sub-award information entered in FSRS will be displayed on www.USASpending.gov. See the FSRS website for additional information: https://www.fsrs.gov/

**Exhibit 1**

# CERTIFICATION REGARDING LOBBYING

Certification for Contractors, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

| | Frederick County Executive |
|---|---|
| Signature | Title |
| Frederick County Government | |
| Agency/Organization | Date |

**Exhibit 2**

STATE OF MARYLAND

# Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet

*Grantee must provide the following information along with Grantee's signed grant application or agreement. The State will not process the grant until such time that Grantee provides such information.*

**DUNS NUMBER**

| | |
|---|---|
| DUNS Number | 063199665 |
| DUNS Number+ 4 (if applicable) | |

[INSTRUCTIONS: Grantee must provide its assigned DUNS number, and DUNS + 4 number if applicable. Grantee must maintain current registration in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded pursuant to their sub-grant agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb com) is one of the requirements for registration in the Central Contractor Registration.]

**PRIMARY LOCATION**

| | |
|---|---|
| City | Frederick |
| State | Maryland |
| Zip+4 | 21702-4336 |

[INSTRUCTIONS: Grantee must provide to the State the primary location of performance under the award, including the city, State, and ZIP code including 4-digit extension. If performance is to occur in multiple locations, then Grantee must list the location where the most amount of the grant award is to be expended pursuant to the grant agreement.]

**Compensation of Officers**

| | |
|---|---|
| Officer 1 Name | |
| Officer 1 Compensation | |
| Officer 2 Name | |
| Officer 2 Compensation | |
| Officer 3 Name | |
| Officer 3 Compensation | |
| Officer 4 Name | |
| Officer 4 Compensation | |
| Officer 5 Name | |
| Officer 5 Compensation | |

By marking the following box, the Grantee affirms they do not meet the conditions for reporting highly compensated officials.

☑

[INSTRUCTIONS: Grantee must provide to the State the names and total compensation of the five most highly compensated officers of the entity if--

i. the entity in the preceding fiscal year received-
   a. 80 percent or more of its annual gross revenues in Federal awards and
   b. $25,000.000 or more in annual gross revenues from Federal awards: and

ii. the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 18o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the State that the requirements of this clause are inapplicable to the Grantee.

# MARYLAND DEPARTMENT OF AGING (MDoA) RISK ASSESSMENT TOOL

## GENERAL ASSESSMENT

1. Is the entity new to operating or managing state and/or federal funds (*has not done so within the past five years*)?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

2. Has there been high staff turnover or has the agency reorganized within the last three years?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

3. Are the staff assigned to the programs inexperienced with the programs (*worked with a program for less than two funding cycles*)?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

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

| | | | |
|---|---|---|---|
| a) grant applications | Yes ☐ | No ☒ | N/A ☐ |
| b) fiscal reporting | Yes ☐ | No ☒ | N/A ☐ |
| c) draw downs | Yes ☐ | No ☒ | N/A ☐ |
| d) budgets/revisions | Yes ☐ | No ☒ | N/A ☐ |

   COMMENTS

5. Has the entity been timely in responding to program/fiscal questions?
   Yes ☐ No ☐ N/A ☐

   COMMENTS

6. Have members of the agency (*program offices, auditors, staff employed by the entity, etc.*) alerted MDoA of potential risk areas?
   Yes ☐ No ☐ N/A ☐

   COMMENTS

7. Does the entity have effective procedures and controls?
   Yes ☐ No ☐ N/A ☐

   COMMENTS

8. Other areas of general assessment risk or concern:

   COMMENTS

## LEGAL ASSESSMENT

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

   COMMENTS

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

   COMMENTS

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

   COMMENTS

## FINANCIAL SYSTEM ASSESSMENT

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

   COMMENTS

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

   COMMENTS

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

   COMMENTS

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

   COMMENTS

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

   COMMENTS

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

| |
|---|
| |

## OVERALL FISCAL ASSESSMENT

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

   COMMENTS

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

   COMMENTS

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

   COMMENTS

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

   COMMENTS

   Budget modification requests are submitted for approval prior to making any changes to the budget that are 5% or $5,000 over the approved budget.

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

   COMMENTS

   In some cases, the Senior Services Division does not always spend out the full award. However no funds are returned since payments from MDoA are on a reimbursement basis.

6. Does the entity have a large amount of budget carryover?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

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

   COMMENTS

## FINANCIAL STABILITY ASSESSMENT

1. Has a State agency or another authority placed the entity in a special financial status *(e.g., financial watch, fiscal emergency, high risk, etc.)*?
   Yes ☐ No ■ N/A ☐

   COMMENTS

2. Has the entity ever used special loan or funding programs to meet its cash needs?
   Yes ☐ No ■ N/A ☐

   COMMENTS

3. Has the entity had difficulties raising local revenue (*e.g., taxes, levies, fundraising, etc.*)?
   Yes ☐ No ☐ N/A ■

   COMMENTS

4. Has the State or other authority placed special financial conditions on the entity's award?
   Yes ☐ No ■ N/A ☐

   COMMENTS

5. Do the financial reports show an insufficient fund balance after meeting its obligations?
   Yes ☐ No ■ N/A ☐

   COMMENTS

6. Has the entity had difficulty meeting matching/maintenance of effort requirements?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

7. Do the entity's financial reports indicate cash flow problems?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

8. Do the financial reports indicate possible supplanting issues?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

9. Do the entity's financial reports indicate a large number of corrections or journals?
   Yes ☐ No ☒ N/A ☐

   COMMENTS

10. Has the entity provided adequate supporting documentation for draws and reporting requirements?
    Yes ☒ No ☒ N/A ☐

    COMMENTS

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

Name of Agency Frederick County Senior Services Division

Person Completing Assessment Carolyn B. True

Date May 16, 2022

FREDERICK COUNTY

# Senior Services DIVISION

- Jan Gardner, County Executive
  - Rick Harcum, CAO
    - Monica Bearden, Deputy CAO
      - Kathy Schey, Senior Services Division Director
        - Linda Subramanian, Executive Assistant
        - Kitty Devlibiss, Home & Community Connections (Programs)
          - Ginny Skelley, Nutrition Manager
            - Vacant, MOW Instake Speacialist
            - Steve Stoyke, MOW Case Manager
            - Deb Ayers, Meal Specialist
            - Casi Chandler, MOW Assistant
            - Drivers: Garry Jagow, Quincy Juean, Terry Land, Regina Jackson, Walt Polfenger, Lori Oakes, Ken Wallace, William Harris
          - Cathy Barnes, Brunswick SC Supervisor
          - Caitlyn Kirby, Emmitsburg SC Supervisor
          - Dara Markowitz, Frederick SC Supervisor
          - Susan Hofstra, Urbana SC Supervisor
          - Vacant, Virtual SC Supervisor
          - Vacant, Senior Center Assistant
          - Vacant, Volunteer Coordinator
        - Carolyn True, Area Agency on Aging /Operations Director
          - Vacant, Senior Services Manager
          - Scott Birdsall, DSS Senior Care Supervisor
            - Leslie Hagerty, Case Worker
            - Nikki Plaza, Social Worker
            - Maggi Earle, Social Worker
            - Vacant, Home Care Spec.
            - Tammy Conaway, Home Care Spec.
            - Michelle Wiles, Home Care Spec.
            - Amanda Williams, Home Care Spec.
            - Lauren Madrid, Home Care Spec.
          - Vacant, Guardianship Administrator
          - Sue Ramsburg, Admin Specialist
          - Vacant, Admin Specialist
          - Patti Camp, Fiscal Administrator
          - Mia Martino, Ombudsman
          - Jayme Duva, Ombudsman
          - Dawn Morales, Client Services Administrator
        - Brad Petersen, Resrouce and Service Navigation Director
          - Elly Williams, Service Navigator (SHIP)
          - Ian Zile, Service Navigator (SHIP)
          - Joy Rowe, MAP Coordinator
          - Cindy Hock, Service Navigator (MAP)
          - Teresa Luhn, Service Navigator
          - Tonya Offord, Service Navigator
          - Mindy Lohman-Hinz, Caregiver Program Coordinator
          - Vacant, Caregiver Program Coordinator
          - Robert Duncan, Veterans Advisory Council Coord.

# Frederick County Government
# Grant Summary Form

**County Contact Information**

Division/Department: Senior Services Division / Operations Dept.

Program Manager: Carolyn True

Fiscal Manager: Patti Camp

Grants Accountant: Marie Berg

**Grant Information**

Project Title: FY 2023 Area Plan

Grant Period of Performance: October 1, 2022 - September 30, 2023

Application Deadline: May 31, 2022

Grantor: Maryland Department of Aging

CFDA Number if applicable: various

Describe the specific goals or purpose of the grant?

The area plan is required under the Older Americans Act and outlines how the funding will be used to support adults age 60+, caregivers and those who have a disability live their fullest life.

What will happen to the program after the period of performance ends?

N/A

If this is a continuation of a previous grant, list accomplishments met with past funds.

Examples of previous accomplishments include the continued growth of the virtual senior center, home delivered meals that reach all corners of the County, and DIY videos about how to enroll in Medicare Part D. In FFY'21, 224,581 units of service were provided and over 3,200 unique clients were served.

Are there any specific requirements of the grant that are not currently in place at Frederick County Government?

☐ Yes ☑ No

If so, please specify:

**Subrecipients/Partners**

Are there any partners/subrecipients for this grant? ☑ Yes ☐ No

If so, please list partners/subrecipients including other County departments

Department of Social Services, Watson Hall Partners, Saber Corp, Legal Aid Bureau, Caregiver Group Facilitator, Homewood at Crumland Farms, Frederick County Sheriff's Office

*Departments are responsible for completing the required risk assessment and subrecipient monitoring.*

**Funding Information**

| | Source of Funds Awarded or Requested: | | | |
|---|---|---|---|---|
| | Direct Federal: | Federal Pass Thru: | State: | Other: |
| Current Application/Award: | | 878,586 | 323,217 | 157,000 |
| Prior Year (1): | | 882,751 | 183,345 | 160,600 |
| Prior Year (2): | | 851,623 | 180,140 | 206,090 |

| | County Match: | |
|---|---|---|
| | Required: | Non Required: |
| Current Application/Award: | 148,182 | 3,457,745 |
| Prior Year (1): | 48,897 | 2,893,705 |
| Prior Year (2): | 142,122 | 2,447,024 |

Is the grant in the adopted budget? ☑ Yes ☐ No

Will any new positions be added with this grant? ☑ Yes ☐ No

Are indirect costs allowed? ☐ Yes ☑ No

Will the grant include any capital purchases? ☐ Yes ☑ No

Additional Information:

I approve this grant on behalf of my department, and will ensure the necessary requirements are met to successfully implement and manage the award.

Department Director

Date