



# **APRA Title III-B Supportive Services REQUEST FOR FUNDING APPLICATION**

**American Rescue Plan Act (ARPA) of 2021**

(P.L. 117-2-March 11, 2021)

**Older American's Act Title III-B Supportive Services**

Eastern Carolina Council - Area Agency on Aging  
233 Middle Street, Suite 300  
PO Box 1717  
New Bern, NC 28562  
(252) 638-3185  
www.eccog.org  
David Rosado, Director, [drosado@eccog.org](mailto:drosado@eccog.org)

**Applications due no later than 5:00 p.m.**

**DATE: November 29, 2024**

Return to January Brown, Lead Aging Programs Consultant

[jbrown@eccog.org](mailto:jbrown@eccog.org)

- See Request for Funding Instructions for details on completing this application.
- An example grant application is included in this packet for guidance.

# ARPA (AMERICAN RESCUE PLAN ACT) REQUEST FOR FUNDING

## SUMMARY

The Administration on Community Living (ACL) and the North Carolina Division of Aging (NCDOA) are the oversight entities for the allocation and distribution of all American Rescue Act Plan (ARPA) funding. While earlier rounds of COVID funding (CARES and Families First) allocated to adapt and expand traditional services and systems, the NCDOA emphasizes American Rescue Plan Act (ARPA) allocations build stronger infrastructure, support effective service delivery, and increase access to long-term services and supports such as Title III-B Supportive Services, Title III-C Nutrition Services, Title III-D Health Promotion, and Title III-E Family Caregiver Support Program.

To support the infrastructure goals under the ARPA efforts NCDOA has authorized several new initiatives and ARPA direct service codes. Eastern Carolina Council - Area Agency on Aging (ECC-AAA) will allocate \$275,000 for Eligible III-B Supportive Services for performance period December 2024 to September 2025. These funds will be awarded to eligible providers using a competitive bid process as outlined in this Request for Funding. There is no required match.

## ELIGIBILITY

Providers who receive Older American's Act III-B funding from ECC-AAA are eligible to apply for ARPA III-B funds. Service eligibility is for individuals who are 60 years of age or older.

## COMPETITIVE BID PARAMETERS

- Eligible providers must submit a Request for Funding on or before the deadline for the project to be considered. Late entries will be disqualified. No exceptions.
- Project budgets must be no less than \$5,000 and no more than \$50,000
- Funds must be spent within the performance period.
- Budget adjustments made during the funding period must be approved by the ECC-AAA.
- Projects must be for one or more of the service codes outlined in the request for funding.
- Funding requests may include more than one cost code.
- Submission of a request for funding does not guarantee a full or partial award.

## SCORING

**Element 1: Innovation** in program design, implementation, assessment, workflow, data collection, and reporting and service delivery.

**Element 2: Increasing service access to hard to reach, underserved, or high-risk populations** programs that address diversity, equity, and inclusion for marginalized segments of the community.

**Element 3: Enhanced infrastructure and/or increased capacity of the organization to conduct service to intended populations.**

**Element 4: Provider monitoring history, spending patterns, and past program performance.**

## **MONITORING AND REPORTING**

- All approved projects will be subject to programmatic and fiscal monitoring during the project period.
- As with previous COVID grants, tracking of expenditures under ARPA funding allocations will be reported on the NCDOA Excel tracking spreadsheet.
  - Submissions must use a new sheet each month.
  - Submissions must be sent to ECC-AAA by the first Friday of the month.
- Reporting expenditures into ARMS in a timely manner is mandatory.
- Projects that are severely underspent may result in a reduction in project funding.
- Capital Expense requests must be submitted on the NCDOA form and approved prior to any expense exceeding \$10,000
  - All required documentation should be submitted as early as possible to ensure approval by ECC-AAA and NCDOA within the project performance period.
  - These expenses require three quotes as part of the documentation and cannot be submitted until those are secured.

## ARPA (AMERICAN RESCUE PLAN ACT) REQUEST FOR FUNDING ARPA: III-B Supportive Services

Agency Name			
Total Combined amount of ARPA funds being requested (should match budget attachment)	\$		
County to be covered by the project (Check all that apply)	<b>Carteret</b>	<b>Craven</b>	<b>Duplin</b>
	<b>Greene</b>	<b>Jones</b>	<b>Lenoir</b>
	<b>Onslow</b>	<b>Pamlico</b>	<b>Wayne</b>

TOTAL REQUEST					
<b>A capital expense request form will be required for each item &gt; \$10,000.00</b>	Does this project include a capital expense of over \$10,000.00?	YES		NO	
<b>Project Manager Name</b>					
<b>Title</b>					
<b>Project Manager Email</b>					
<b>Organization Address</b>					
<b>Organization Phone Number</b>					

**Signature:** By signing below, you are verifying that all supportive documentation is accurate and current as of the date of the signature.

\_\_\_\_\_  
Original Signature of authorized agent for the organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## SCOPE OF WORK DESCRIPTION AND PLAN

**Project Title:** \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_

**Project Fund Source: (Check the reimbursement method(s) that apply for requested funds):**

**Unit-Based Only** \_\_\_\_\_ **Must address one of the three Priority and Sustainability**

**Unit/Non-unit** \_\_\_\_\_ **Select one of the three Priority and Sustainability**

ARPA ARMS CODE	ELIGIBLE III-B SERVICES	AMOUNT REQUESTED
047	ARPA- Chore Services	
049	ARPA - Shopping/Errand Services	
161	ARPA-Mental Health Counseling	
201	ARPA- LTSS Outreach to Underserved Targeted Populations	
248	ARPA-Transportation Vouchers	
249	ARPA-Assisted Transportation	
291	ARPA-Volunteer Program Development	
404	ARPA- Social Isolation Digital Technology Purchases	
405	ARPA- Social Isolation: Digital Training and Programming	
950	ARPA-Non-Unit III-B Access Services	
960	ARPA-Non-Unit III-B In-Home and Support Services	
947	ARPA-Housing Information & Assistance	

## ARPA III-B Supportive Service Eligible Funding Options:

### Codes and Definitions

CODE	NAME	DESCRIPTION	REQUIRES ENTRY ON NCDOA EXCEL TRACKING SHEET
047 <b>[This is non-unit code with a client and unit reporting requirement]</b>	ARPA-Chore Services	Assistance such as heavy housework (including decluttering and taking trash to the dump), yardwork, or sidewalk maintenance. Examples include scrubbing floors, washing walls, washing windows indoors, and moving furniture. <b>One unit = one hour.</b>	
049 [Mirror BG code 043]	ARPA-Shopping and Errand Services	Assistance with shopping and errands, including help with getting to and from stores and pharmacies, assistance at the store, assistance in the home unpacking and storing purchases, or running errands for an older adult. <b>One unit = one hour.</b>	
161 [Mirror BG code 160]	ARPA-Mental Health Counseling	Services that incorporate case consultation, evaluation, and outpatient treatment to older adults who are experiencing mental health problems. <b>One unit=one expense or one item.</b> This code will be captured in ARMS-do not report on tracking spreadsheet.	
201 (Non-Unit) [Mirror BG code 040]	ARPA- LTSS Outreach to Underserved Targeted Populations	This non-unit service code defines outreach as interventions for the purpose of identifying potential clients and encouraging their use of existing services and benefits across funding sources. Outreach is a count of one-on-one contacts between an agency and individual older adults or persons acting on their behalf. An activity that involves contact with multiple current or potential clients or caregivers can only be counted if it is possible to do a head count or if there is a sign-in sheet. Activities that involve contact in a mass media environment will support the overall goals of outreach but will not be tracked for reporting purposes. <b>One unit=one individual contact.</b> <b>This code will be captured in ARMS-do not report on tracking spreadsheet.</b>	

<p>248 [Mirror BG code 610 EXCEPT that 1 unit=1 one-way trip AND provider will report # trips/month for each client by state-defined S/R/W/] [this is non-unit code with a client and unit reporting requirement]</p>	<p>ARPA-Transportation Vouchers</p>	<p>Provides a transportation voucher to an eligible older adult for transport within a designated timeframe to grocery/retail stores, medical appointments, or other locations to access services necessary for daily living. May include gas vouchers, mileage reimbursements, transit passes, or vouchers for taxis and/or other private transportation providers. The voucher rate, reimbursement process, and schedule are negotiated by the service provider in written agreements with vendors and consumers. Service activity includes taking an eligible person from one location to another. Does not include any other activity. <b>One unit=one-way trip.</b> This code will be captured in ARMS-do not report on tracking spreadsheet.</p>	
<p>249 [Mirror BG code 250]</p>	<p>ARPA-Assisted Transportation</p>	<p>Provides personal accompaniment and assistance to an eligible older adult experiencing physical or cognitive difficulties using regular transportation to or from service providers, medical appointments, or other needed destinations. Providing aide assistance is essential for assuring safety, security, and support for eligible clients being transported. <b>One unit=one-way trip.</b></p>	
<p>291 Unit</p>	<p>ARPA-Volunteer Program Development</p>	<p>Expense associated with hiring of personnel for volunteer development and coordination which allows providers to extend staff capacity and develop programming to continue operating during and after the pandemic, and mileage reimbursement to support volunteer expansion and retention during the pandemic recovery. <b>One unit=one assignment (hiring) or one monthly mileage reimbursement.</b></p>	<p>X</p>
<p>404 [Mirror BC code 220]</p>	<p>ARPA- Social Isolation Digital Technology Purchases</p>	<p>Equipment to enable live social interactions, including laptops, tablets, or any other technological devices accessible from a socially isolated individual's residence. Does <u>not</u> include equipment purchases for use only at senior centers, congregate nutrition sites, or other locations offering social engagement and health promotion opportunities. <b>One unit=one expense or one item.</b></p>	<p>X</p>
<p>405 [Mirror BC code 220]</p>	<p>ARPA- Social Isolation:</p>	<p>Personal assistance, training, educational resources, programming and/or counselling</p>	

	Digital Training and Programming	to help socially isolated individuals learn skills or receive social/emotional support. May include training for both seniors and staff. Examples include assistance/training to use digital devices, social bridging program, friendly visitation, wellness checks, or telephone reassurance. <b>One unit=one expense or one item. This code will be captured in ARMS-do not report on tracking spreadsheet.</b>	
950 (Trans/CM/IOC/LTSS Case Management/LTSS Outreach)	ARPA-Non-Unit III-B Access Services	Allowable expenditures include consumable supplies such as PPE and cleaning supplies, COVID response and recovery items such as tablets, computers, cell phones, other technology, or devices, specialized COVID training and on-going staff COVID testing. As with previous COVID grants, tracking of these expenditures will be reported on the special NCDOA excel spreadsheet. <b>One unit=one item/expense.</b>	X
960 (ADC, ADHC, CDS, CHORE, HHI, HP, IHA, Legal, MH Counseling, Shopping, Social Isolation, VPD)	ARPA-Non-Unit III-B In-Home and Support Services	Allowable expenditures include consumable supplies such as cleaning supplies, personal hygiene supplies, (soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies, etc.), COVID response and recovery items such as tablets, computers, cell phones, other technology, or devices, specialized COVID training and on-going staff COVID testing. As with previous COVID grants, tracking of these expenditures will be reported on the special NCDOA excel spreadsheet. <b>One unit=one item/expense.</b>	X
947 <b>[This is non-unit code with a unit reporting requirement]</b>	ARPA-Housing Information & Assistance	The Non-unit service code allows for funding of staffing costs (salaries, fringe, travel, training, etc.) for housing staff dedicated to providing assistance with housing case management and navigation, oversight of housing programs, and other related duties. <b>One unit=one contact. This code will be captured in ARMS-do not report on tracking spreadsheet.</b>	
000**	ARPA-Special Projects	ARPA III-B proposals submitted for review that do not fit any of the listed codes	

\* Codes and Definitions developed by the NCDOA

\*\*This code allows for special III-B project considerations. Agencies that have ideas for projects that fall outside of the definitions above can submit these plans for consideration. ECC-AAA will review and determine if there are ARPA code designations that can be applied to implement the specific project details. If necessary, contact David Rosado or January Brown for additional information about this category.



**SUMMARY – Each request needs its own summary. The summary should include the following:**

**PROJECT OUTLINE:**

1. **Project Summary** provides an overview of the project including
  - a. The list of the planned services
  - b. Scope of work and outcomes associated with the project
  - c. Targeted populations
  
2. **Project Description** should include how the project will satisfy these four elements.
  - a. Describe the agency’s capacity to implement this project.
  - b. Describe the specific ways the agency will engage other entities in community coordination to reach a new target audience.
  - c. How will the project measure success?
  - d. how will the project establish ongoing sustainability

3. **Preliminary Budget**

CODE	Budgeted Purpose	Notes

**A preliminary budget is required for initial submission. If selected, a detailed project budget will be required using the NCDOA ARPA TITLE III-B BUDGET FORMS.**

*INSTRUCTIONS: Describe how your project will target the priority, and the measures associated with implementation of the project to meet each chosen priority.*

\_\_\_\_\_ **Priority 1: Innovation** in program design, implementation, assessment, workflow, data collection and reporting, or service delivery.

Specific measures related to the implementation of his priority.

\_\_\_\_\_ **Priority 2: Provide or increase service access to hard to reach, underserved, or high-risk populations** through use of digital equity, social isolation, access to assistive technology, and programs

Specifics of how your project will meet this priority.

\_\_\_\_\_ **Priority 3: Increasing capacity of the organization to conduct service to intended populations (Infrastructure)** increasing the staff at an organization already receiving Older American’s Act funding through the traditional Home and Community Block Grant process, or capital expenses in technology, and equipment that enables the agency to expand their service to new individuals.

Specifics of how your project will meet this priority.

Agency Name: \_\_\_\_\_ Project Lead: \_\_\_\_\_

**ECC-AAA ONLY:** Scope of Work: Approved \_\_\_\_\_ Amount: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason for denial: \_\_\_\_\_

**EXAMPLE**

**EXAMPLE****ARPA (AMERICAN RESCUE PLAN ACT) REQUEST FOR FUNDING  
ARPA: III-B Supportive Services**

Agency Name	Happy Valley Senior Center		
Total Combined amount of ARPA funds being requested (should match budget attachment)	\$ 100,000		
County to be covered by the project (Check all that apply)	<b>Carteret</b>	<b>Craven</b>	<b>Duplin</b>
	<b>Greene</b>	<b>Lenoir</b>	<b>Onslow</b>
	<b>Pamlico</b>	<b>Wayne</b>	

SFRF TOTAL REQUEST				
<b>A capital expense request form will be required for each item &gt; \$10,000.00</b>	Does this project include a capital expense of over \$10,000.00?	YES		NO X
<b>Project Manager Name</b>	John Smiles			
<b>Title</b>	Director			
<b>Project Manager Email</b>	John.smiles@happyvalley.org			
<b>Organization Address</b>	123 Great Living Way Superville, NC 28777			
<b>Organization Phone Number</b>	(252) 777-1122			

**EXAMPLE**

**SCOPE OF WORK DESCRIPTION AND PLAN**

**Project Title:** Remain at Home

**Total Amount Requested:**     \$75,000    

**Project Fund Source: (Check the reimbursement method(s) that apply for requested funds):**

**Unit-Based Only** \_\_\_\_\_ **X** \_\_\_\_\_ **(Must address Priority 2)**  
**Non-Unit/Dollar Based** \_\_\_\_\_ **(Select one or more Priorities)**

<b>ARPA ARMS CODE</b>	<b>ELIGIBLE III-B SERVICES</b>	<b>AMOUNT REQUESTED</b>
047	ARPA-Chore Services	<b>\$25,000</b>
049	ARPA-Shopping and Errand Services	
161	ARPA-Mental Health Counseling	
201	ARPA- LTSS Outreach to Underserved Targeted Populations	<b>\$25,000</b>
248	ARPA- Transportation Vouchers	
249	ARPA- Assisted Transportation	
291	ARPA-Volunteer Program Development	
404	ARPA- Social Isolation Digital Technology Purchases	
405	ARPA- Social Isolation: Digital Training and Programming	
950	ARPA-Non-Unit III-B Access Services	
960	ARPA-Non-Unit III-B In-Home and Support Services	<b>\$25,000</b>
947	ARPA-Housing Information & Assistance	

**EXAMPLE**

**ARPA III-B Supportive Service Eligible Funding Options:  
Codes and Definitions**

CODE	NAME	DESCRIPTION	REQUIRES ENTRY ON NCDOA EXCEL TRACKING SHEET
<p align="center">047 [This is non-unit code with a client and unit reporting requirement]</p>	<p>ARPA-Chore Services</p>	<p>Assistance such as heavy housework (including decluttering and taking trash to the dump), yardwork, or sidewalk maintenance. Examples include scrubbing floors, washing walls, washing windows indoors, and moving furniture. <b>One unit = one hour.</b></p>	
<p align="center">049 [Mirror BG code 043]</p>	<p>ARPA-Shopping and Errand Services</p>	<p>Assistance with shopping and errands, including help with getting to and from stores and pharmacies, assistance at the store, assistance in the home unpacking and storing purchases, or running errands for an older adult. <b>One unit = one hour.</b></p>	
<p align="center">161 [Mirror BG code 160]</p>	<p>ARPA-Mental Health Counseling</p>	<p>Services that incorporate case consultation, evaluation, and outpatient treatment to older adults who are experiencing mental health problems. <b>One unit=one expense or one item.</b> This code will be captured in ARMS-do not report on tracking spreadsheet.</p>	
<p align="center">201 (Non-Unit) [Mirror BG code 040]</p>	<p>ARPA- LTSS Outreach to Underserved Targeted Populations</p>	<p>This non-unit service code defines outreach as interventions for the purpose of identifying potential clients and encouraging their use of existing services and benefits across funding sources. Outreach is a count of one-on-one contacts between an agency and individual older adults or persons acting on their behalf. An activity that involves contact with multiple current or potential clients or caregivers can only be counted if it is possible to do a head count or if there is a sign-in sheet. Activities that involve contact in a mass media environment will support the overall goals of outreach but will not be tracked for reporting purposes. <b>One unit=one individual contact.</b> This code will be captured in ARMS-do not report on tracking spreadsheet.</p>	

248 [Mirror BG code 610 EXCEPT that 1 unit=1 one-way trip AND provider will report # trips/month for each client by state-defined S/R/W/] [this is non-unit code with a client and unit reporting requirement]	ARPA- Transportation Vouchers	Provides a transportation voucher to an eligible older adult for transport within a designated timeframe to grocery/retail stores, medical appointments, or other locations to access services necessary for daily living. May include gas vouchers, mileage reimbursements, transit passes, or vouchers for taxis and/or other private transportation providers. The voucher rate, reimbursement process, and schedule are negotiated by the service provider in written agreements with vendors and consumers. Service activity includes taking an eligible person from one location to another. Does not include any other activity. <b>One unit=one-way trip.</b> This code will be captured in ARMS-do not report on tracking spreadsheet.	
249 [Mirror BG code 250]	ARPA-Assisted Transportation	Provides personal accompaniment and assistance to an eligible older adult experiencing physical or cognitive difficulties using regular transportation to or from service providers, medical appointments, or other needed destinations. Providing aide assistance is essential for assuring safety, security, and support for eligible clients being transported. <b>One unit=one-way trip.</b>	
291 Unit	ARPA- Volunteer Program Development	Expense associated with hiring of personnel for volunteer development and coordination which allows providers to extend staff capacity and develop programming to continue operating during and after the pandemic, and mileage reimbursement to support volunteer expansion and retention during the pandemic recovery. <b>One unit=one assignment (hiring) or one monthly mileage reimbursement.</b>	X
404 [Mirror BC code 220]	ARPA- Social Isolation Digital Technology Purchases	Equipment to enable live social interactions, including laptops, tablets, or any other technological devices accessible from a socially isolated individual's residence. Does <u>not</u> include equipment purchases for use only at senior centers, congregate nutrition sites, or other locations offering social engagement and health promotion opportunities. <b>One unit=one expense or one item.</b>	X

405 [Mirror BC code 220]	ARPA- Social Isolation: Digital Training and Programming	Personal assistance, training, educational resources, programming and/or counselling to help socially isolated individuals learn skills or receive social/emotional support. May include training for both seniors and staff. Examples include assistance/training to use digital devices, social bridging program, friendly visitation, wellness checks, or telephone reassurance. <b>One unit=one expense or one item. This code will be captured in ARMS-do not report on tracking spreadsheet.</b>	
950 (Trans/CM/IOC/LTSS Case Management/LTSS Outreach)	ARPA-Non-Unit III-B Access Services	Allowable expenditures include consumable supplies such as PPE and cleaning supplies, COVID response and recovery items such as tablets, computers, cell phones, other technology, or devices, specialized COVID training and on-going staff COVID testing. As with previous COVID grants, tracking of these expenditures will be reported on the special NCDOA excel spreadsheet. <b>One unit=one item/expense.</b>	X
960 (ADC, ADHC, CDS, CHORE, HHI, HP, IHA, Legal, MH Counseling, Shopping, Social Isolation, VPD)	ARPA-Non-Unit III-B In-Home and Support Services	Allowable expenditures include consumable supplies such as cleaning supplies, personal hygiene supplies, (soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies, etc.), COVID response and recovery items such as tablets, computers, cell phones, other technology, or devices, specialized COVID training and on-going staff COVID testing. As with previous COVID grants, tracking of these expenditures will be reported on the special NCDOA excel spreadsheet. <b>One unit=one item/expense.</b>	X
947 [This is non-unit code with a unit reporting requirement]	ARPA-Housing Information & Assistance	The Non-unit service code allows for funding of staffing costs (salaries, fringe, travel, training, etc.) for housing staff dedicated to providing assistance with housing case management and navigation, oversight of housing programs, and other related duties. <b>One unit=one contact. This code will be captured in ARMS-do not report on tracking spreadsheet.</b>	

\* Codes and Definitions developed by the NCDOA

\*\*This code allows for special III-B project considerations. Agencies that have ideas for projects that fall outside of the definitions above can submit these plans for consideration. ECC-AAA will review and determine if there are ARPA code designations that can be applied to implement the specific project details. If necessary, contact David Rosado or January Brown for additional information about this category.

## EXAMPLE

Happy Valley Senior Services submits to fund the following eligible services:

### 1. Project Summary

#### 047: Chore

**Scope of Work:** In an effort to support clients in our IHA program, Happy Valley will use this code to identify and deliver those services better done in a purchase of service agreement by non-certified personnel. This service will have an estimated impact of improving the potential of individuals to age in place of their choice and delay premature institutionalization. This project will target OAA clients who have limited support, are low English speakers, or are at substantial risk for placement in LTC.

#### 201 LTSS Outreach

**Scope of Work:** Happy Valley has an established history in the county for serving older adults and those who provide care to them. Happy Valley recognized the need to expand awareness of the connectivity of services to targeted populations in the community such as LGBTQ, Low English speakers, deaf and hard of hearing, blind or low vision. Happy Valley will conduct specific outreach efforts by hosting on-site health fairs, scam jams, and resource fairs through partnership with NC SHIP, the Managed Medicaid organizations in the county, Depts. of Social Services and Depts. Of Health. The LTSS outreach goal is at least 10 events in grant timeframe. Outreach material and updates to website to include Spanish translation options.

#### 960 Non-unit III-B in Home and Support Services

**Scope of Work:** Happy Valley anticipates that consumers have fallen behind in the procurement of safety equipment and supplies associated with maintenance of COVID and other contagious disease prevention. Happy Valley plans to purchase client specific cleaning supplies, protective gear, and technology that will improve scheduling COVID shots, tests, or access to similar prevention services. Happy Valley will make these improvements using phones, I-Pad, or education related to access broadband expansion and reduced cost services.

### 2. Project Description:

#### a. Describe the agency's capacity to implement this project.

Happy Valley Senior Services has a proven history of spending associated with both the traditional OAA and COVID related grant funds. We have had successful monitoring visits by ECC-AAA with no significant compliance issues in the past 5 years. Our staff is stable and eager to incorporate these simple expansions into the existing delivery service to new target populations.

#### b. Describe the specific ways the agency will engage other entities in community coordination to reach a new target audience.

Happy Valley has initiated partnerships with the following community-based organizations that may be of assistance in these efforts:

- AARP
- Retired Teachers Association



## EXAMPLE

- Medicaid Managed Care organizations community outreach coordinators
- Health Department
- Department of Social Services/Adult Services
- Area Faith community leaders

Each of these bring an area of expertise that can be leveraged for the consumers of OAA projects delivered by Happy Valley Senior Services.

### c. How will the project measure success?

Happy Valley will use the data collection required by the ARMS system to count new clients and develop an outreach tracker to identify how many events, how many participants, and the types of collateral materials provided for the minimum of 10 events in LTSS outreach. Happy Valley expects to serve at least 16 clients with the Chore Service and will spend 100% of the 960 Support Service budget.

### d. How will the project establish ongoing sustainability?

Happy Valley will provide progress reports to all community partners, our Board of Directors, and the representatives of the HCCBG committee. These reports will be used as a basis for future grants, and to support funding requests from HCCBG should these codes be allowed in the future for traditional OAA services. Happy Valley will also submit at least 2 project outlines to the Managed Medicaid Organizations to consider a pilot project based on the success demonstrated in the effort.

## 3. Preliminary Budget

CODE	Budgeted Purpose	Notes
047 – Chore	\$1500.00 per client cap	A minimum of 16 clients will be approved for purchase of service options up to a cap of 1500.00 per person based on the service list provided in the codes.
201 - LTSS	\$25,000 salary	Staff salary for the time dedicated to the execution of the project goals. No less than 500 hours will be associated with these efforts. Demonstrated through time sheets.
960 – Non-Unit In-Home Support Services	\$500.00 per client cap projected budget	100% expenditure on these funds will be used to purchase eligible items and these expenses will be entered into the NCDOA Tracking form. A minimum of 50 clients will be served with these direct support funds.

**EXAMPLE**

*INSTRUCTIONS: Describe how your project will target the priority, and the measures associated with implementation of the project to meet each chosen priority.*

\_\_\_\_\_ **Priority 1: Innovation** in program design, implementation, assessment, workflow, data collection and reporting, or service delivery.

  x   **Priority 2: Provide or increase service access to hard to reach, underserved, or high-risk populations** through use of digital equity, social isolation, access to assistive technology, and programs

The services will be an extension of currently offered programs and service in the county. The intent is to reduce premature institutionalization and assist those who have not been assisted previously. Removing people from the waiting list and reaching out to an underserved target population will assist us in identifying greater needs.

**Priority 3: Increasing capacity of the organization to conduct service to intended populations (Infrastructure)** increasing the staff at an organization already receiving Older American’s Act funding through the traditional Home and Community Block Grant process, or capital expenses in technology, and equipment that enables the agency to expand their service to new individuals.

**Agency Name:** \_\_\_\_\_ Happy Valley Senior Services \_\_\_\_\_ **Project Lead:** \_\_\_\_\_ John Smiles \_\_\_\_\_

**ECC-AAA ONLY: Project Status:** Approved \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **Reason for denial:** \_\_\_\_\_