



Home and Community Care Block Grant (HCCBG)/Buncombe County Supplemental Aging Funds (BCSAF) Services Guidelines

I. Purpose

The **HCCBG** programs are intended to provide in-home and community based services in support of older adults, age 60 and above, and their unpaid primary caregivers. The federal funds are provided through the Older Americans Act that was created in 1965. BCSAF are County funds for the same demographic that don't necessarily fit HCCBG qualifications.

II. Buncombe County Age-Friendly Action Plan 2021-2024

The HCCBG Advisory Committee takes into consideration the [Buncombe County Age-Friendly Action Plan 2021 - 2024](#) and the [Buncombe County Strategic Plan 2025](#) when making their funding recommendations. The Age-Friendly Action Plan will be updated in 2025. The committee will continue to review applications in connection to the 2021 -2024 Action Plan. The mission of the Age-Friendly Action Plan is: **Older Adults in Buncombe County are Safe, Well, and Engaged in their Community**. The goals of the Age-Friendly Action Plan 2021 - 2024 are:

1. Promote community awareness of physical, emotional, sexual and financial abuse, neglect, and exploitation;
2. Ensure safe and accessible public buildings, outdoor spaces, business, and offices;
3. Promote safe, affordable housing options for aging in place;
4. Support older adults' health and wellbeing;
5. Support older adults' financial wellbeing;
6. Support caregiver wellbeing;
7. Promote older adult engagement (including volunteerism, employment, lifelong learning, civic engagement, and use of cultural and recreational assets); and
8. Ensure older adults have access to services and supports.

III. Funding

The funds that support the **HCCBG** programs come from county, state, and federal funds. The amount for FY 2026 is still to be determined. We usually get the exact amounts in April or May. The committee will base their recommendations on the funding that is provided.

IV. Eligibility

- **Community service providers:** Shall be public or private nonprofit agencies or organizations or governmental entities. An exception can be made to fund a for-profit organization if the fore-mentioned agencies are unavailable to provide the necessary services. A procurement process will be used to select and contract for these services.
- **Clientele:** Must serve clients 60 and over; use eligibility criteria for service provision and priority
- **Application:** Organizations must submit a grant application through the online grant software before the application deadline. No late applications will be accepted.
- **Fundable Services:** HCCBG allows for funding to support 20 community-based services. To see the whole list of eligible programs see [allowable services \(pg.4\)](#), as well as, [service standards](#) required with each program.
- **BCSAF:** provides additional funds from the County to support services that are outside of the allowable HCCBG categories.

V. Timeline:

- Applications open Tuesday, January 21, 2025.
- Applications are due Friday, March 7, 2025 by 5pm.
- The HCCBG Advisory Committee will review the applications.
- Recommendations for funding will be made at the HCCBG Advisory Committee April 2025 meeting and will be provided to the Buncombe County Commissioners for approval at the June 2025 Commissioners meeting.

VI. Application Process:

Organizations are required to apply online through Buncombe County's grant software which can be accessed [here](#). Applications are due by 5pm on Friday, March 7, 2025.

Staff are available to provide basic one-on-one support to applicants by request. Staff do not participate in the grant scoring process. Applicants are asked not to have contact with the Home and Community Care Block Grant Advisory Committee (HCCBGAC) members regarding their application outside of the regular committee meeting structure.

Language interpretation and translation is also available by request.

VII. **Review Committee**

Grant recommendations will be prepared by the HCCBGAC. The committee will consist of up to eleven members. Committee members will:

- Apply for membership through the Office of the clerk to the Board of Commissioners;
- Be appointed by the Board of Commissioners;
- Serve staggered terms;
- Represent expertise in aging services;
- Represent geographic diversity of the county;
- Abide by conflict of interest policies, to include not serving on the Board of Directors or staff of an applicant organization within the past year;
- Hold open meetings and comply with public records requirements;
- Utilize a standardized, points-based scoring system to review grants;
- Hold in-person presentations for grant finalists, if requested by committee members;
- Recommend a portfolio of grants for approval by the Board of Commissioners; and
- Meet throughout the year to monitor grants and review progress.

A committee meeting schedule will be posted on the Aging Services [website](#), along with meeting materials and announcements. All meetings will be open to the public. The meetings are held on the 4th Wednesday of the month at 3:30pm. All meetings and any additional meetings, if needed to be called, will be listed [here](#).

VIII. **Review Process** Applications are reviewed by the Home and Community Care Block Grant Committee utilizing a standardized, points-based system. Reviews will be conducted independently by members of the committee, and discussion will occur during regular meetings.

Grant review will occur beginning after the submission deadline and Committee recommendations will be submitted to the County Budget Office by April 25, 2025. The following criteria will be considered by the Committee:

Minimum Budget Requirements (The Older Americans Act requires certain services in NC to be budgeted at minimum levels. The Committee will consider

these levels and not go below required minimums unless authorized by the Division of Aging and Adult Services.)

- Congregate and home-delivered nutrition services
- Access services (care management, information & options counseling, and/or transportation)
- In-home support services (adult day care, adult day health, home health, housing & home improvement, in-home aide, and/or senior companion services).

IX. Awards

Grant recommendations prepared by the Committee will be submitted for a vote of approval from the Board of Commissioners. The list will be published as part of the County Manager's recommended budget as presented to the Board of Commissioners at their regularly scheduled meeting in May 2025. Grant awards will be finalized with budget adoption in June 2025.

X. Performance Management

Organizations will be asked to complete bi-annual reporting using a Results Based Accountability framework:

- How much did you do (Quantity)
- How well did you do it (Quality)
- Is anyone better off (Impact)

XI. Monitoring and Reporting

- HCCBG funded providers
 - Required to use and submit the [NC ARMS](#) reporting system. More information about this system will be provided to funded agencies.
- HCCBG funded services will be monitored by Land of Sky Area Agency on Aging
- BCSAF funded providers:
 - Monitored by staff from Buncombe County
 - Will receive a Buncombe County contract.
 - In addition to the standard contract, expectations for all organizations doing business with the County, nonprofits receiving grant funds must also:
 - Open their books for the contracting department;

- Submit copies of annual IRS tax filings (Form 990s); and
- Submit annual financial statements based on a tiered structure, consistent with industry standard practice.

XII. Minority Business

Buncombe County's adopted Minority Business Plan encourages participation by minority and women owned businesses. Buncombe County policy is to provide minority contractors an equal opportunity to participate in all aspects of its contracting and procurement programs, and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. Minority Business Plan questions may be directed to Buncombe County Procurement at (828) 250-4154. Sources for certified minority firms are available at <https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub>

XIII. Lead Department/Division

Staffing for this grant program is provided by Buncombe County's Health and Human Services Department. For more information, contact the Aging and Adult Services Program Manager, Alison Banzhoff at (828)250-5289.