

SANDY FUNDING CRITERIA WORKSHEET

State Department:	
Department of Human Services, Division of Aging Services (DoAS)	
Name of Expenditure Program:	
Aging Services Recovery: (1) Home Repair and Advocacy; (2) Senior Nutrition Program; and (3) Education and Training on Protecting Adults from Financial Exploitation	
Amount:	
Total	\$9,189,692
Home Repair and Advocacy	\$8,772,000
Senior Nutrition Program	\$117,692
Education/Training on Financial Exploitation	\$300,000

Overview:	
<p>The funds are being used to address the economic impact and emotional hardships that seniors and adults with physical disabilities are confronting due to Super Storm Sandy. SSBG funds are paying for or reimbursing expenses that were not covered by FEMA or personal insurance reimbursements. Below are the program components for the funding:</p>	
<ol style="list-style-type: none"> 1. <u>Home Repair and Advocacy (\$8,772,000)</u> <ol style="list-style-type: none"> a. Home Repair Component (\$8,171,190)--The State funded Senior Safe Housing and Transportation Program (SHTP) was expanded to ensure the health, safety and welfare of older adults and adults with physical disabilities who sustained damage/loss due to Sandy—those who were not covered by FEMA or personal insurance. Home repairs or replacement may include, but not limited to: interior wall boards, mold remediation, heating/cooling systems, electrical repairs, roofing, cutting/removing trees, removal of debris, and replacement of major home appliances. The program established a cap up to \$5,000 per participant. In the event of an extreme circumstance, the AAA may ask DoAS for a one-time waiver with documentation from the Home Repair Coordinator, justifying the cap increase. Approval may or may not be granted and will be evaluated on a case by case basis. b. Coordination Component (\$600,810)-- Funds are being used to hire Residential Service Coordinators to review and approve contractor quotes and if necessary work with homeowners and contractors to ensure work is completed on time and within cost proposals. The Temporary Employee Service (TES) workers have proven experience in home repairs, contracting, and/or housing code enforcement to work with counties to review, approve and coordinate home repairs due to damage caused by Super Storm Sandy. 2. <u>Senior Nutrition Program (\$117,692)</u> – Funds were distributed to pay for the total cost of emergency meals/shelf stable meals distributed prior and after Hurricane Sandy (\$192,692) that were not covered by the National Disaster Relief Grant from the US Administration for Community Living (ACL) in the amount of \$75,000. 3. <u>Education and Training on Protecting Adults from Financial Exploitation (\$300,000)</u> – The goal is to foster recognition of post-disaster elder economic exploitation activity across a variety of settings, from predatory home repair contracting to caregivers who force the turnover of FEMA checks for improper purposes. <ol style="list-style-type: none"> a. Education and Training Component (\$239,924) – Through a memorandum of agreement with Rutgers University, the DHS will offer a preventive education and training program related to the identification and remedying of neglect, abuse or exploitation of vulnerable adults in the affected counties b. Coordination Component (\$60,676)—Funds are being used to hire an in house coordinator to oversee the program. 	
Federal Department of Origin:	
U.S. Dept. of Health and Human Services, Administration for Children and Families, Office of Community Services – The	

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Disaster Relief Appropriations Act, 2013, (P. L. 113-2); "Hurricane Sandy Supplemental Funds" to address necessary expenses resulting from Hurricane Sandy, including social, health, and mental health services for individuals, and for repair, renovation and rebuilding of health care facilities (including mental health facilities), child care facilities, and other social services facilities.

Federal Requirements / Restrictions:

- Meets the federal definition of SSBG housing services.
- Limited to necessary expenses related to the consequences of Hurricane Sandy. Cannot duplicate services received under other programs for post-Sandy Assistance, including but not limited to FEMA assistance.
- US Citizenship or Legal Alien status is a required eligibility criterion.

Procurement Process:

Home Repair and Advocacy: \$8,772,000

- The 21 Area Agencies on Aging (AAAs) are responsible for administration and implementation of the Home Repair and Advocacy Initiative.
- It is anticipated that 1000 residences at a maximum cap of \$5,000 per applicant can be served.
- It is anticipated that 2000 consumers can receive Information and Assistance to resolve insurance claims.

Method of Distribution: The allocation will be distributed through a two-step process:

1. Home Repair Coordination: \$600,810; funds are allocated to hire temporary employee service workers (TES) with proven experience in home repairs, contracting, and/or housing code enforcement to work with counties to review, approve and coordinate home repairs due to damage caused by Super Storm Sandy. The Division of Aging (DoAS) will be hiring a maximum of 11 Temporary Employee Service workers to perform the following functions:
 - a. Six Home Repair Coordinators to coordinate services to the nine hardest hit counties. Due to county hiring restrictions, the State will hire TES dedicated to the implementation of the Home Repair and Advocacy initiative.
 - b. Three Home Repair Coordinators to assist the remaining 12 counties with the implementation of this initiative.
 - c. One Quality Assurance Program Specialist to assist the Program Manager to oversee the grant activities, monitor grant activities, and ensure the AAAs meet program guidelines.
 - d. One Accountant to assist the lead grants management officer for AAA administration to oversee the SSBG Home Repair Program for the Area Agencies on Aging (AAA). Monitor and evaluate the expenditures of the AAA offices to ensure compliance with grant, state and federal guidelines.
2. Home Repairs: \$8,171,190 – Funds were distributed based on a formula that includes the county population of 60+

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and the number of housing units with major/severe damage in each of the nine hardest hit counties. See attachment for distribution of funds.

- a. First Calculation for distribution of funds: 25% of the total funds (\$2,042,798) were distributed to the 21 AAAs via a funding formula that is based on the county population of 60+ only.
- b. Second Calculation for the 9 hardest hit counties: 75% base amount (\$6,128,392) of the total funds available was added to the initial allocation for the nine AAAs (Atlantic, Bergen, Monmouth, Middlesex, Ocean, Union, Cape May, Essex and Hudson) – again using a formula that uses the county population of 60+ and the number of housing units with major or severe damage as indicated by the FEMA housing stock damage chart. Each of the factors was weighted 50% of the overall formula to distribute funds.
- c. Final Grant Awards: prior to awarding SSBG allocations, DoAS requested for each AAA to analyze its county demand for home repairs/advocacy and confirm that the funds will be fully utilized or to propose a revised budget to be spent by September 2015. The unallocated funds are to be held by the DoAS and reallocated to those counties with increased demand.
- d. Budget Modifications: In January 2014 DoAS modified the AAAs Area Plan Contracts to reflect actual expenditures to date and projected costs through September 2015 for Sandy funding.

Application Process

- Individuals must apply through their county AAA (older adults and adults with physical disabilities).
- The State has issued a form that requires the following documentation:
 1. Proof of age and disability (as determined by the Social Security Administration or State Medicaid Agency) in accordance with SSBG guidelines.
 2. Proof that the person applied for FEMA and/or public or private insurance. While applicants who have not applied to FEMA may still be eligible, a determination needs to be made on a case-by-case basis.
 3. Proof of the amounts applied for and received from these aforementioned sources for the purpose of home repair/replacement.
 4. Proof of home ownership/co-ownership (including two-family homes, townhomes and mobile homes). Repairs are only for the primary residence; not a second home. Assistance is per household, not per person. Landlords are eligible if they fit the eligibility criteria.
 5. Attestation by the applicants that the information contained in the application is true and accurate by signing and dating the application.
 6. While SSBG Sandy programs can be combined with other Sandy relief programs as part of a collaborative project, the services must not be duplicative.

Once approved, an applicant needs to receive services to repair the structure or property to its pre-storm state to the best extent possible. Any upgrades are the responsibility of the homeowner. For all job components, three quotes must be sought; however, in the event that this outcome is not possible, the provider may assist in choosing the most

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reasonable quote. Quotes should be compared based on work quality, availability and price. Each job must be decided on a case-by-case basis; the choice must be documented in the applicant’s record.

The AAA shall ensure that the service provider maintains hard copies of each completed client application and all related documents used to determine the applicant’s eligibility, such as age, disability, proof of FEMA application, etc. All documentation shall be retained according to the record retention policy as per Area Plan Contract (APC) requirements and be available to the AAA for program monitoring.

Contracting

- The SSBG Sandy funding is allocated to New Jersey’s 21 AAAs through the existing Area Plan Contract, which is an agreement between Division of Aging Services (DoAS) and the County Government of the 21 AAAs.
- The Contract’s Administrative Requirements and Subcontract Provisions applies to this funding and protects and ensures accountability from each county.
- In accordance with the Older Americans Act section 306(a) – the County Office on Aging as the federally designated AAA – has the authority to enter into agreements with service providers in order to implement the Area Plan Contract. Pursuant to 45 CFR Part 1321.25 the AAA may not delegate to another agency the authority to award or administer Older Americans Act and/or related funds
- Further, pursuant to 45 CFR Part 92.36, all procurement transactions must be conducted in a manner providing full and open competition. The exceptions to the competitive contracting requirements are: 1) The County Adult Protective Services Provider, which is designated by the County and approved by the Commissioner; and 2) Services and programs that are provided by another governmental agency.
- Each AAA has the option of either: 1) administering the SSBG Sandy funds themselves in-house using internal staff, or 2) amending existing contracts with providers who are providing the services.
- Current AAA providers of these services were obtained through an open and competitive process and the contracts run on a calendar year. Requirements are established for the direct providers of the Residential Maintenance. Contractors to be required to be licensed, insured and registered with the State of NJ.
 - Gloucester and Somerset AAAs do not provide Residential Maintenance with the Area Plan Contract funds so they need to do an RFP in accordance with our policy to receive the funds for this services.

Nutrition/Home Delivered Meals: \$117,692

Distribution of Funds:

1. DoAS requested AAAs to submit reports detailing the actual costs for shelf stable or prepared meals that were provided to program participants during the period of Super Storm Sandy, as well as after the storm when power was out for a long period of time. The total cost was \$192,692.
 - a. In accordance with national reporting requirements, AAAs must document the number of

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- individuals/meals served and on a quarterly bases report to DoAS on the number of meals served.
- b. DoAS applied to the US Administration on Aging for Disaster Relief and received \$75,000 towards the actual costs. Based on their actual expenditures DoAS distributed the federal funds to the AAAs.
 - c. The DoAS has reviewed and certified the number of emergency meals served by each AAA. Since the federal award was \$75,000, but the actual cost of the meals totaled \$192,692, DoAS has based each AAA's allocations on the proportion of meals served.
 - d. The SSBG funds were used to pay the difference between AoA funding and the total cost of the meals, which is \$117,692.

Education and Training on Protecting Vulnerable Adults from Financial Exploitation: \$300,000

Distribution of Funds:

1. Through the execution of a new memorandum of agreement (MOA) with Rutgers University, DoAS will work with faculty who have expertise in elder economic exploitation to formulate a targeted "Issue-Identification and Response Training" for those who come into contact with the elderly in the nine counties affected by Sandy. The scope of service identifies deliverables, costs for each deliverable, timeframes, number of sessions to be conducted, outcome measures and evaluation process.
2. The target audience is interdisciplinary and includes prosecutors, legal and law enforcement professionals, banking and financial professionals, pertinent state, county and local agency personnel, and other involved professionals and academicians.

Eligibility Standards:

Adults 60 years and older who meet the Older Americans Act target populations or persons ages 21-64 with disabilities determined by the US Social Security Administration or the NJ Division of Medical Assistance and Health Services (DMAHS).

Implementation/Timeline:

- The funding wase allocated to New Jersey's 21 AAAs through the existing Area Plan Contract, which is an agreement between DoAS and the County Government of the 21 AAAs, for both the Home Repair and Advocacy and Senior Nutrition Components.
- There is a new memorandum of agreement (MOA) in place with Rutgers University for the Education/Training on Financial Exploitation component.

IT Requirements:

For Home Repair and Advocacy Component

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- The Social Assistance Management System (SAMS), DoAS' client-tracking system, was modified to add a new funding stream to its database. This enabled the division to identify and track all individuals who received services (residential repairs/advocacy), the units of service or number of contacts, the provider agency or contractor who completed the repairs, and the cost of the repairs.
- Separate Integrated Program Summary's (IPS's) became part of the Area Plan Contract in SAGE, the Division's contract management system. On each IPS, the AAAs has indicated the allocation code, service taxonomy code along with the amount of funding, name of the provider and the projected number of units and clients that will be served with the SSBG Sandy funding. The SAMS database is being used to track individual participants, services and costs.
- The AAA must send monthly utilization data to the DoAS.

For Senior Nutrition Component

- Separate Integrated Program Summary's (IPS's) for this program also became part of the Area Plan Contract in SAGE. Each IPS indicated the allocation code, service taxonomy code along with the amount of funding, name of provider and the projected number of units and clients to be served. The SAMS database is being used to track individual participants, services and costs.
- The AAA must send monthly utilization data to the DoAS.

For Education/Training on Financial Exploitation Components

N/A

Tracking/Monitoring:

For Home Repair and Advocacy and the Senior Nutrition Components:

- Each AAA is responsible for the oversight and accountability of the SSBG Sandy funding received through its Area Plan Contract.
- On-site programmatic monitoring is mandatory and must be performed by a member of the AAA Monitoring Team.
- The quality oversight procedure includes a uniform monitoring tool to assure that each of the components and minimum standards of Service Taxonomy are met.
- The DoAS is monitoring the AAA's management of the program components and the fiscal operations through a yearly Performance Standards process that is currently in place for all programs and services under the Area Plan Contract.
- DoAs has hired the following TES to track and monitor:
 - One Quality Assurance Program Specialist to assist the Program Manager to oversee the grant activities,

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monitor grant activities, and ensure AAAs meet program guidelines.

- One Accountant to assist the lead grants management officer for AAA administration to oversee the SSBG Home Repair Program for the AAAs. This worker is helping to monitor and evaluate the expenditures of the AAA offices to ensure compliance with grant, state and federal guidelines.

For Education/Training on Financial Exploitation Components

- The Memorandum of Agreement (MOA) stipulates that Rutgers will use evaluation tools to measure the outcome of each program component to determine whether or not the training information was communicated effectively.
- One Education Program Development Specialist (TES) has been hired to assist the Public Guardian in the design, production, and delivery of curricula, training, program improvement, and related education services for Financial Abuse of the Elderly and Disabled to ensure achievement by Rutgers of the mandated goals.

Reporting Requirements:

For Home Repair and Advocacy and the Senior Nutrition Components:

Policy Communication

- Detailed instruction was communicated to the 21 County Based AAAs when the funding was distributed and on-going as necessary. The mechanism for the communication is the Policy Memorandum System. This is a numbered system (similar to Med Com’s) that has been used by the Division of Aging Services for over 30 years and is recognized as the official communication.

Fiscal Accountability

- Each AAA and provider is to follow the Standard Operating Procedure for all funds under the Area Plan Contact as outlined in the Administrative Requirements and Supplemental Provisions of the Area Plan Contract. Monthly reports are filed with the AAA.
- The AAA likewise files monthly reports with the DoAS.

For Education/Training on Financial Exploitation Component:

- The Memorandum of Agreement (MOA) stipulates that Rutgers shall submit to the DoAS expenditure and program reports and State invoices on a quarterly basis,

Allocation Formula:

Funding allocation was detailed in an earlier section in this document entitled “Procurement Process.”