MEETING OF NOTICE AND AGENDA

COASTAL BEND COUNCIL OF GOVERNMENTS (CBCOG)

Board of Directors' Meeting

February 23, 2024 at 2:00pm

CBCOG OFFICE 2910 LEOPARD ST.

JOHN BUCKNER CONFERNCE ROOM

CORPUS CHRISTI, TEXAS

In order to accommodate the Board Members who may want to access the meeting remotely a hybrid link is provided pursuant to Texas Government Code section 551.127 which states a governmental body that extends into three or more counties may meet by videoconference call only if the member of the governmental body presiding over the meeting is physically present at the location of the meeting. The Honorable David Krebs, San Patricio County Judge, Chairman will be present at the meeting. Board members interested in attending this meeting online may do so by logging on to the link below.

Zoom Link: https://zoom.us/j/91784912303?pwd=TmM3MDdlUjlDSVdmK1FTWlJKWHErQT09

Meeting ID: 917 8491 2303

Passcode: 885483

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1. Call to Order/Roll Call
2. Approval of Minutes of the January 26, 2023 Meeting
3. Treasurer's Report
4. Items Requiring Action by the CBCOG's Board of Directors
   A. CHAIRMAN'S REPORT
   B. HOMELAND SECURITY ADVISORY COMMITTEE
   C. ADVISORY COUNCIL ON AGING
5. Announcements and Non-Action Items
   1. Token of appreciation for Board of Directors' Past Chairman Commissioner Margie Gonzalez
6. Approval of Treasurer's Report
7. Adjourn

PLEASE HAVE THIS PACKET FOR THE MEETING

MEMORANDUM

TO: Members of the Coastal Bend Council of Governments (CBCOG)
FROM: The Honorable David Krebs, San Patricio County Judge, Chairman
DATE: February 16, 2024
SUBJECT: Resolutions and Supporting Material for the February 23, 2024 CBCOG Meeting

A. CHAIRMAN'S REPORT

1. Committee Appointments (Attachment A-1)

2. Executive Board 's Recommendation of the Law firm Denton Navarro Rocha Bernal & Zech, PC (Attachment A-2)

3. RESOLUTION NO. 4079

   A RESOLUTION AUTHORIZING THE COASTAL BEND COUNCIL OF GOVERNMENTS TO BECOME A MEMBER OF THE AMERICAN FLOOD COALITION. (Attachment A-3)

B. HOMELAND SECURITY ADVISORY COMMITTEE

RESOLUTION NO. 4080

A RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, HOMELAND SECURITY GRANTS DIVISION TO CONTINUE THE REGIONAL PLANNING PROJECT FOR THE YEAR 2025. (Attachment B-1)

C. ADVISORY COUNCIL ON AGING

RESOLUTION NO. 4081

A RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ACCEPT FISCAL YEAR 2024 CONTRACTING PLAN SUMMARY FOR LOCAL NUTRITION SERVICE PROVIDERS IN THE AMOUNT OF $ 3,302,113 IN OLDER AMERICAN'S ACT AND RELATED FUNDING SOURCES FOR THE PROJECT PERIOD OF OCTOBER 1, 2023, THROUGH SEPTEMBER 30, 2024 FOR A TOTAL CONTRACTING AMOUNT OF $3,302,113. (Attachment C-1)

RESOLUTION NO. 4082

A RESOLUTION FURTHER AMENDING THE AGING AND DISABILITY RESOURCE CENTER (ADRC) CONTRACT No. HHS000270200019 AND BUDGET AS IT APPLIES TO INCREASE THE BUDGET FOR MONEY FOLLOW THE PERSON (MFP) – HOUSING NAVIGATOR SERVICES AND LOCAL CONTACT AGENCY SERVICES DELIVERED FROM JANUARY 1, 2024, THROUGH AUGUST 31, 2024 AND REVISE THE BUDGET TO INCORPORATE THE FISCAL YEAR 2024 FUNDING ALLOCATIONS. THE BUDGET FOR FY2024 IS HEREBY AMENDED TO ADD $33,587.00 FOR A REVISED TOTAL AMOUNT OF $1,428,251.55. $33,587.00 IS ADDED TO THE CONTRACT TO PAY FOR SERVICES IN FY2024. THE ADDITIONAL FUNDING SHALL BE ALLOCATED AS FOLLOWS; MFP – HOUSING NAVIGATOR SERVICES $27,070.00, $6,517.00 FOR MFP – LOCAL CONTACT AGENCY SERVICES DELIVERED FROM JANUARY 1, 2024 – AUGUST 31, 2024, RESULTING IN A CONTRACT VALUE OF $1,428,251.55 AND NOT TO EXCEED $ 1,670,247.43. (Attachment C-2)

RESOLUTION NO.4083

A RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SUBMIT A REQUEST FOR PROPOSAL (RFP) NO. HHS0013416 TO HHSC FOR THE AGING AND DISABILITY RESOURCE CENTER (ADRC) PROGRAM. ADRC'S ARE PART OF TEXAS "NO WRONG DOOR SYSTEM, A COLLABORATIVE EFFORT OF ADMINISTRATION FOR COMMUNITY LIVING, THE CENTERS FOR MEDICARE & MEDICAID SERVICES AND THE VETERAN'S HEALTH ADMINISTRATION. CONTRACT BEGINS SEPTEMBER 1, 2025 – AUGUST 31, 2026, WITH ADDITIONAL CONTRACT YEARS ANTICIPATED THROUGH AMENDMENTS OF CONTRACT. THE ESTIMATED TOTAL AVAILABLE FUNDING FOR THIS GRANT TO COASTAL BEND ADRC FOR FY25 IS $222,702.85. (Attachment C-3)

(ATTACHMENT A-1)

MEMORANDUM

TO: Coastal Bend Council of Governments' Board of Directors

From: The Honorable David Krebs, San Patricio County Judge, Chairman

Date: February 23, 2024

Subject: Confirmation of Committee Appointments

Committee appointment to the Advisory Council on Aging:

1. Julie Smith, City of Corpus Christi
2. Angel Santiago, City of Corpus Christi
3. Frank Garcia, City of Corpus Christi
4. New Texas Silver Haired Legislature – Mr. Jamie Cantu, Kleberg County

(ATTACHMENT A-2)

MEMORANDUM

TO: Coastal Bend Council of Governments' Board of Directors

From: The Honorable David Krebs, San Patricio County Judge, Chairman

Date: February 23, 2024

Subject: Executive Board's Recommendation of the Law firm of Denton Navarro Rocha Bernal & Zech, PC

The Executive Board's recommendation to contract with Denton Navarro Rocha Bernal & Zech, PC for personnel matters.

(ATTACHMENT A-3)

COASTAL BEND COUNCIL OF GOVERNMENTS

RESOLUTION NO. 4079

A RESOLUTION AUTHORIZING THE COASTAL BEND COUNCIL OF GOVERNMENTS TO BECOME A MEMBER OF THE AMERICAN FLOOD COALITION

WHEREAS, the American Flood Coalition are a 501(c)3 nonprofit organization and nonpartisan coalition advocating for national solutions to flooding and sea level rise; and

WHEREAS, the American Flood Coalition proactively address the growing threat of higher seas, stronger storms, and more frequent floods by advocating for smarter planning and investments that protect our nation's residents, economy, and military installations; and

WHEREAS, the American Flood Coalition unite voices in a powerful nonpartisan coalition to advocate for federal funding and better policy, leverage best-in-class communication tools to engage citizens on flooding and sea level rise challenges and solutions, and share best practices in a national forum to support local and state-level responses to flooding and sea level rise; and

WHEREAS, the American Flood Coalition is a member-driven nonprofit organization. There are no costs or legal obligations associated with joining and members are free to withdraw at any point.

NOW, THEREFORE, BE IT RESOLVED, that the Coastal Bend Council of Governments hereby authorizes a membership with the American Flood Coalition.

Duly adopted at a meeting of the Coastal Bend Council of Governments this 23rd day of February 2024.

_____

The Honorable Judge David Krebs, Chairman

ATTEST:

_____

Mr. Peter Collins, Secretary

AMERICAN FLOOD COALITION

FloodCoalition.org

Who we are

We're a 501(c)3 nonprofit organization and nonpartisan coalition advocating for national solutions to flooding and sea level rise. We proactively address the growing threat of higher seas, stronger storms, and more frequent floods by advocating for smarter planning and investments that protect our nation's residents, economy, and military installations.

Federal champions + **Cities, towns, and counties** + **Elected officials** + **Businesses** + **Military leaders** + **Academic and civic groups**

What we do

- **Unite voices in a powerful nonpartisan coalition** to advocate for federal funding and better policy
- **Leverage best-in-class communication tools** to engage citizens on flooding and sea level rise challenges and solutions
- **Share best practices in a national forum** to support local and state-level responses to flooding and sea level rise

The American Flood Coalition is a member-driven nonprofit organization. There are no costs or legal obligations associated with joining and members are free to withdraw at any point.

Our 4 pillars for solutions to flooding and sea level rise

Economy
Invest in infrastructure and natural solutions that boost the economy and protect property values

Rebuilding
Build back stronger to protect communities from future flooding

Communities
Use smart planning to keep communities safe and save taxpayer dollars

Military
Ensure our military installations are ready to deploy 365 days a year

(ATTACHMENT B-1)

COASTAL BEND COUNCIL OF GOVERNMENTS
RESOLUTION NO. 4080

A RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION TO THE OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE, HOMELAND SECURITY GRANTS DIVISION TO CONTINUE THE REGIONAL PLANNING PROJECT FOR THE YEAR 2025.

WHEREAS, the Homeland Security Advisory Committee (HSAC) met on Monday, February 5, 2024, and finds it in the best interest of the citizens of the Coastal Bend Council of Governments Region, to recommend the Coastal Bend Council of Governments apply to continue the Regional Planning Project, to be operated for the year of 2025, under the FY24 State Homeland Security Program Regular Projects solicitation; and

WHEREAS, the Coastal Bend Council of Governments agrees not to provide matching funds for the said project as matching funds are not required by the State Homeland Security Program (SHSP) grant application; and

WHEREAS, the Coastal Bend Council of Governments agrees that in the event of loss or misuse of the Office of the Governor funds, the Coastal Bend Council of Governments assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the Coastal Bend Council of Governments designates the Interim Executive Director as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Coastal Bend Council of Governments concurs in the above recommendation of its HSAC, and hereby authorizes the Interim Executive Director to prepare and submit a grant application to the Office of the Governor, Homeland Security Grants Division for the year 2025, to continue the Regional Planning Project. The Interim Executive Director is further authorized to enter into an agreement with the Homeland Security Grants Division to receive these funds for the purpose stated above.

Duly adopted at a meeting of the Coastal Bend Council of Governments this 23rd day of February, 2024.

_____
The Honorable Judge David Krebs, Chairman

ATTEST:

_____
Mr. Peter Collins, Secretary

SUMMARY

The solicitation period to apply for Homeland Security Program funding will open during the month of December. The HSAC met on Monday February 5, 2024, and discussed it is in the best interest of the citizens of the CBCOG Region to recommend CBCOG apply to continue the Regional Planning Project. Funding for this project will sustain the existing CBCOG's regional Homeland Security planning capability to provide assistance in Homeland Security planning to all participating jurisdictions within the region. Planning efforts will consist of: providing assistance in planning for terrorism events, updating regional emergency plans, planning and assisting with regional exercises, including conducting the annual hurricane exercise which includes a nexus to terrorism; coordination with multiple local, regional and state groups.

Applicants are required to submit a resolution by the governing body. The resolution designates Interim Executive Director, Veronica Toomey as the authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the CBCOG. The authorized official will submit the application to the Office of the Governor, Homeland Security Grants Division for the year 2025 and enter into an agreement with the Homeland Security Grants Division to receive these funds for the continuing project.

(ATTACHMENT C-1)

COASTAL BEND COUNCIL OF GOVERNMENTS

RESOLUTION NO. 4081

A RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ACCEPT FISCAL YEAR 2024 CONTRACTING PLAN SUMMARY FOR LOCAL NUTRITION SERVICE PROVIDERS IN THE AMOUNT OF $ 3,302,113 IN OLDER AMERICAN'S ACT AND RELATED FUNDING SOURCES FOR THE PROJECT PERIOD OF OCTOBER 1, 2023, THROUGH SEPTEMBER 30, 2024 FOR A TOTAL CONTRACTING AMOUNT OF $3,302,113.

WHEREAS, the Fiscal Year 2024 planning budget for region-wide nutrition programs was based on planning estimates provided by Texas Health and Human Services (HHS) which includes amounts for Title III Older Americans Act Funds, State General Revenue, American Rescue Plan Act funds and Nutrition Services Incentive Program (NSIP) funds and estimated carryover from Fiscal Year 2023; and

WHEREAS, after receiving the planning estimates from HHS Notification of Funds Available have been received and enabling the Coastal Bend Council of Governments to implement the contracting plan for nutrition services providers in the amount of $3,302.113 and meeting objectives for each provider, thus resulting in the FY24 Contracting Plan Summary attached; and

WHEREAS, on February 12, 2024, the Advisory Council on Aging reviewed the Revised FY24 Contracting Plan Summary totaling $3,302,113 of Older Americans Act, State General Revenue, American Rescue Plan Act funds and Nutrition Services Incentive Program funds including carryover for FY 2023 for local nutrition service providers contract agreements and performance benchmarks.

NOW, THEREFORE, BE IT RESOLVED, that the Coastal Bend Council of Governments concurs in the recommendation of its Advisory Council on Aging that authorizes its Interim Executive Director to accept Fiscal Year 2024 Contracting Plan Summary with local nutrition providers in the amount of $3,302,113 Older American's Act and other related funding sources for the project period October 1, 2023, through September 30, 2024 for a total contracting amount of $3,302,113.

Duly adopted at a meeting of the Coastal Bend Council of Governments this 23rd day of February 2024.

_____

The Honorable Judge David Krebs, Chairman

ATTEST:

_____

Mr. Peter Collins, Secretary

Area Agency on Aging of the Coastal Bend
Fiscal Year 2024 Contracting Plan Summary
Based on FY24 Planning Funds for Title III, SGR, NSIP, ARPA Including Estimated Carryover Awards
2/2/2024

Provider	Service Area	Percentage Prorated to Each Service Area	PLANNING FUNDS FY24 FUNDS			
			FY24 Planning Title III/SGR & ARPA Funds, SGR Including SGR Rate Increase	NSIP Planning Budget FY24	Anticipated Title III & ARPA Carryover Funds from FY23	Est'd HHS Funds Available FY24
			(1)	(2)		
Aransas Co. Council on Aging	Aransas Co.					
Congregate Meals			$ 27,617	$ 4,174	$ 12,687	$ 44,478
Home Delivered Meals		0.05274	$ 78,886	$ 22,456	$ 38,077	$ 139,420
Total			$ 106,503	$ 26,630	$ 50,764	$ 183,898
City of Corpus Christi						
Congregate Meals	City of Corpus Christi		$ 528,182	$ 53,298	$ 94,668	$ 676,149
Home Delivered Meals			$ 278,556	$ 55,726	$ 289,855	$ 624,137
			$ -	$ -		$ -
Total		0.39949	$ 806,738	$ 109,024	$ 384,523	$ 1,300,286
Community Action Agency on So. Tx.						
Congregate Meals	Jim Wells, Brooks &		$ 339,678	$ 24,314	$ 72,502	$ 436,494
Home Delivered Meals	San Patricio & Bee		$ 231,232	$ 43,231	$ 217,757	$ 492,220
Transportation	Counties		$ 38,055	$ -		$ 38,055
Total		0.30156	$ 608,965	$ 67,545	$ 290,259	$ 966,769
Duval County						
Congregate Meals	Duval County		$ 34,583	$ 22,136	$ 12,320	$ 69,039
Home Delivered Meals			$ 68,810	$ 22,442	$ 36,961	$ 128,213
Total	12	0.05120	$ 103,393	$ 44,578	$ 49,281	$ 197,252
Kleberg County						$ -
Congregate Meals	Kleberg & Kenedy Co.		$ 65,255	$ 11,886	$ 15,677	$ 92,818
Home Delivered Meals			$ 66,311	$ 11,958	$ 47,032	$ 125,301
Total		0.06515	$ 131,566	$ 23,844	$ 62,710	$ 218,119

Area Agency on Aging of the Coastal Bend
Fiscal Year 2023 Contracting Plan Summary - FINAL REVISION
Based on FY23 Actual Funding Awards including Title III, SGR, NSIP & American Rescue Plan Act Including Carryover Awar
2/2/2024

Provider	Service Area	Percentage Prorated to Each Service Area	PLANNING FUNDS FY24 FUNDS			
			FY24 Planning Title III/SGR & ARPA Funds, SGR Including SGR Rate Increase	NSIP Planning Budget FY24	Anticipated Title III & ARPA Carryover Funds from FY23	Est'd HHS Funds Available FY24
			(1)	(2)		
Live Oak County						
Home Delivered Meals	Live Oak Co.	0.02840	$ 57,359	$ 9,742	$ 27,340	$ 94,441
Nueces County						
Congregate Meals	Rural Nueces Co.		$ 67,810	$ 8,579	$ 18,206	$ 94,595
Home Delivered Meals			$ 62,156	$ 25,984	$ 54,618	$ 142,758
Transportation			$ 22,818			$ 22,818
Total		0.07566	$ 152,784	$ 34,563	$ 72,824	$ 260,171
Refugio County	Refugio Co.					
Home Delivered Meals			$ 42,466	$ 4,247	$ 24,832	$ 71,545
Transportation			$ 9,632	$ -		$ 9,632
Total		0.02580	$ 52,098	$ 4,247	$ 24,832	$ 81,177
Nutrition Consultant	Regional		$ 33,000			$ 33,000
Region-wide Totals:						
Total Congregate Meals		1.00000	$ 1,063,125	$ 124,387	$ 226,061	$ 1,413,573
Total Home Delivered Meals			$ 885,776	$ 195,786	$ 736,471	$ 1,818,035
Total Title IIIB Transportation Services			$ 70,505	$ -	$ -	$ 70,505
Total Nutrition Consultation			$ 33,000	$ -	$ -	$ 33,000
Total Region-wide Services			$ 2,052,406	$ 320,173	$ 962,532	$ 3,335,113

Office Use only:

FY24 Nutrition Base Including ARPA	3,264,608
Less, NSIP reflected separately	320,173
Less, Carryover reflected Separately	962,534
Add Transportation	70,505
Total Base	2,052,406
Less, Consult.	33,000
Col. D To be Distributed	2,019,406

(ATTACHMENT C-2)

COASTAL BEND COUNCIL OF GOVERNMENTS

RESOLUTION NO. 4082

A RESOLUTION FURTHER AMENDING THE AGING AND DISABILITY RESOURCE CENTER (ADRC) CONTRACT No. HHS000270200019 AND BUDGET AS IT APPLIES TO INCREASE THE BUDGET FOR MONEY FOLLOW THE PERSON (MFP) – HOUSING NAVIGATOR SERVICES AND LOCAL CONTACT AGENCY SERVICES DELIVERED FROM JANUARY 1, 2024, THROUGH AUGUST 31, 2024 AND REVISE THE BUDGET TO INCORPORATE THE FISCAL YEAR 2024 FUNDING ALLOCATIONS. THE BUDGET FOR FY2024 IS HEREBY AMENDED TO ADD $33,587.00 FOR A REVISED TOTAL AMOUNT OF $1,428,251.55. $33,587.00 IS ADDED TO THE CONTRACT TO PAY FOR SERVICES IN FY2024. THE ADDITIONAL FUNDING SHALL BE ALLOCATED AS FOLLOWS; MFP – HOUSING NAVIGATOR SERVICES $27,070.00, $6,517.00 FOR MFP – LOCAL CONTACT AGENCY SERVICES DELIVERED FROM JANUARY 1, 2024 – AUGUST 31, 2024, RESULTING IN A CONTRACT VALUE OF $1,428, 251.55 AND NOT TO EXCEED $ 1,670, 247.43.

WHEREAS, the Parties have chosen to exercise their option to amend the Contract in accordance with Section 9.1 of Attachment E to the Contract to increase the budget for ADRC services delivered from January 1, 2024 through August 31, 2024(FY 2024); and

WHEREAS, the parties desire to add funds to the Contract for $ 27,070.00 for Money Follows the Person (MFP) Housing Navigator (HN) for services provided during FY2024; and

WHEREAS, the parties desire to add funds to the Contract for $ 6,517.00 for Money Follows the Persons (MFP) Local Contact Agency (LCA) for services provided during FY2024; and

WHEREAS, the Advisory Council on Aging, met on February 12, 2024, and commented favorable on the attached Amendment No. 9 and subsequently recommends approval by the Coastal Bend Council of Governments.

NOW, THEREFORE, BE IT RESOLVED, that the Coastal Bend Council of Governments approves accepting Amendment No. 9 and its awards in the amount of $ 33,587.00 from the Texas Health and Human Services for ADRC programs.

Duly adopted at a meeting of the Coastal Bend Council of Governments this 23rd day of February 2024.

The Honorable Judge David Krebs, Chairman

ATTEST:

Mr. Peter Collins, Secretary

HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000270200019

AMENDMENT NO. 9

The Health and Human Services Commission ("HHSC" or "System Agency") and Coastal Bend Council of Governments ("Grantee"), each a "Party" and collectively the "Parties" to that certain contract for Aging and Disability Resource Center ("ADRC") services denominated HHSC Contract No. HHS000270200019 effective September 1, 2019 (the "Contract"), as amended, now desire to further amend the Contract.

WHEREAS, the Parties desire to add funds for Money Follows the Person ("MFP") – Housing Navigator services provided beginning January 1, 2024;

WHEREAS, the Parties desire to add funds for MFP – Local Contact Agency services provided beginning January 1, 2024; and

WHEREAS, the Parties desire to update the indirect cost rate.

NOW, THEREFORE, the Parties modify or amend the Contract as follows:

Received
Contract Administration
JAN 29 2024
of Governments
Finance Department

1. SECTION IV, BUDGET, of the Contract is revised to reflect the following:
   a. The Budget for State Fiscal Year ("FY") 2024 is increased by **$33,587.00**, and is allocated as follows:
      1) $27,070.00 for MFP – Housing Navigator services delivered from January 1, 2024 through August 31, 2024;
      2) $6,517.00 for MFP – Local Contact Agency services delivered from January 1, 2024 through August 31, 2024;
   b. The resulting Total Contract value is $1,428,251.55.
   c. **The total Contract amount for FY 2024 is not to exceed $1,670,247.43.**
   d. All FY 2024 funds must be expended in accordance with ATTACHMENT B, REVISED BUDGET FOR STATE FISCAL YEAR 2024.

2. ATTACHMENT B, BUDGET (EFFECTIVE SEPTEMBER 2023), of the Contract is deleted in its entirety and replaced with ATTACHMENT B, REVISED BUDGET FOR STATE FISCAL YEAR 2024, which is attached to this Amendment and incorporated into and made part of the Contract for all purposes.

3. ATTACHMENT E, UNIFORM TERMS AND CONDITIONS – GRANT, of the Contract is deleted in its entirety and replaced with ATTACHMENT E-1, HHS UNIFORM TERMS AND CONDITIONS – GRANT (VERSION 3.3), which is attached to this Amendment and incorporated into and made part of the Contract for all purposes.

4. ATTACHMENT F, CONTRACT AFFIRMATIONS, of the Contract is deleted in its entirety and

replaced with **ATTACHMENT F-1, HHSC CONTRACT AFFIRMATIONS (VERSION 2.3)**, which is attached to this Amendment and incorporated into and made part of the Contract for all purposes.

5. **ATTACHMENT O, INDIRECT COST RATE LETTER (JANUARY 18, 2024)**, which is attached to this Amendment and incorporated into and made part of the Contract for all purposes.

6. This Amendment shall be effective as of the date last signed below.

7. Except as modified by this Amendment, all terms and conditions of the Contract shall remain in effect.

8. Any further revisions to the Contract shall be by written agreement of the Parties.

9. Each Party represents and warrants that the person executing this Amendment on its behalf has full power and authority to enter into this Amendment.

Signature Page Follows

SIGNATURE PAGE FOR AMENDMENT NO. 9
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000270200019

HEALTH AND HUMAN SERVICES COMMISSION

By:

DocuSigned by:
Haley Turner
E73A72F097BF479...

Signature of Authorized Representative

Haley Turner
Deputy Executive Commissioner

January 29, 2024

Date of Signature

COASTAL BEND COUNCIL OF GOVERNMENTS

By:

DocuSigned by:
Veronica Toomey
680D3884270742A...

Signature of Authorized Representative

Veronica Toomey
Executive Director

January 29, 2024

Date of Signature

THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS AMENDMENT, AND THEIR TERMS ARE INCORPORATED INTO THE CONTRACT BY REFERENCE:

ATTACHMENT B..... REVISED BUDGET FOR STATE FISCAL YEAR 2024

ATTACHMENT E-1 .....HHS UNIFORM TERMS AND CONDITIONS – GRANT (Version 3.3)

ATTACHMENT F-1 .....Health and Human Services Contract Affirmations (Version 2.3)

ATTACHMENT O..... INDIRECT COST RATE LETTER (JANUARY 18, 2024)

ATTACHMENTS FOLLOW

ATTACHMENT B

REVISED BUDGET FOR STATE FISCAL YEAR 2024

For ADRC PSA Region: 20

1. Budget by Categories

A. State Fiscal Year 2024 Budget by Categorical Allocation

STATE FISCAL YEAR BUDGET 2024

Budget		
Cost Categories		**Total Budget Requested**
A.	Personnel	$15,695.00
B.	Fringe Benefits	$5,125.00
C.	Travel	$412.00
D.	Equipment	$0.00
E.	Supplies	$0.00
F.	Professional & Contractual	$10,000.00
G.	Other	$0.00
H.	Total Direct Costs:	$31,232.00
I.	Indirect Costs	$2,355.00
J.	**Total (Sum of H and I)**	**$33,587.00**

B. HHSC, in its sole discretion, may approve fund transfers between budget categories upon Grantee's written request. Grantee shall seek written approval from HHSC prior to making any fund transfers. All requests must include a detailed explanation that supports the need for the fund transfer.

2. Funding Sources

A. State Fiscal Year 2024 Budget by Funding Source

No.	Funding Source	FY2024 Not to Exceed Amount
1.	Money Follows the Person – Housing Navigator (Jan – Aug 2024)	$27,070.00
2.	Money Follows the Person – Local Contact Agency (Jan – Aug 2024)	$6,517.00
	Total FY 2024 Not to Exceed Amount	**$1,670,247.43**

B. Grantee may expend funds only up to the amount specified in the NFA for each funding source. The funding above is not available to Grantee until an NFA is issued and returned to HHSC with Grantee's signature.

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(ATTACHMENT C-3)

COASTAL BEND COUNCIL OF GOVERNMENTS
RESOLUTION NO. 4083

A RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SUBMIT A REQUEST FOR PROPOSAL (RFP) NO. HHS0013416 TO HHSC FOR THE AGING AND DISABILITY RESOURCE CENTER (ADRC) PROGRAM. ADRC'S ARE PART OF TEXAS "NO WRONG DOOR SYSTEM, A COLLABORATIVE EFFORT OF ADMINISTRATION FOR COMMUNITY LIVING, THE CENTERS FOR MEDICARE & MEDICAID SERVICES AND THE VETERAN'S HEALTH ADMINISTRATION. CONTRACT BEGINS SEPTEMBER 1, 2025 – AUGUST 31, 2026, WITH ADDITIONAL CONTRACT YEARS ANTICIPATED THROUGH AMENDMENTS OF CONTRACT. THE ESTIMATED TOTAL AVAILABLE FUNDING FOR THIS GRANT TO COASTAL BEND ADRC FOR FY25 IS $222,702.85.

WHEREAS, the Health and Human Services Commission, a pass-through entity, and the Coastal Bend Council of Governments – Coastal Bend Aging and Disability Resource Center applied for a new funding contract to continue services beyond August 31, 2024. The Request for Proposal funding would continue funding for the No Wrong Door access to streamline services to long-term care services and supports (LTSS) options for older adults and individuals with disabilities. NWD Systems simplify access to LTSS and are a key component of LTSS systems reform. The ADRC core services include; Specialized Information Referral, and Assistance (IR&A), Referrals and assistance to Respite Care Services; Local Contact Agency Services to provide assistance to non-Medicaid, Medicare, and private pay nursing facility residents to transition into community living; Housing Navigator Services to increase accessible and affordable housing; Outreach Activities under the Medicare Improvement for Patients and Providers Act (MIPPA) starting September 1, 2025 for $ 222,702.85 and

WHEREAS, on February 12, 2024, the Advisory Council on Aging reviewed the proposed Request for Proposal with the Health and Human Services Commission – Coastal Bend Council of Governments - Coastal Bend Aging and Disability Resource Center for a Request for Proposal for No Wrong Door System for Long Term Care Services and Supports for access to streamline services, options for older adults and individuals with disabilities. To support Specialized Information Referral and Assistance, Respite Care Services to increase accessible and affordable housing; Outreach Activities under the Medicare Improvement for Patients and Providers Act (MIPPA) starting September 1, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the Coastal Bend Council of Governments authorizes the Interim Executive Director to submit a Request for Proposal to HHSC for the Coastal Bend Aging and Disability Resource Center for services starting September 1, 2025, in the amount of $222,702.85.

Duly adopted at a meeting of the Coastal Bend Council of Governments this 23rd day of February 2024.

_____
The Honorable Judge David Krebs, Chairman

ATTEST:

_____
Mr. Peter Collins, Secretary

Narrative Proposal

Coastal Bend Council of Governments

RFA No. HHS0013416

Coastal Bend Aging and Disability Resource Center

Section 1: **Executive Summary**

Mission and Purpose: The Coastal Bend ADRC's strong collaborative partnership, coordination of services and well established within the community assists with meeting the mission and purpose of an ADRC. Providing a person centered, community-based assistance that assists with the promotion of independence through a No Wrong Door (NWD) System. This NWD System helps to assist State efforts to streamline access to long-term services and support. Improve and serve people of all incomes, ages, and disabilities by providing them with one-on-one assistance and provide all the information on LTSS. This is accomplished by a specialized IR&A, Referral to Respite care services, assistance to those moving out of hospitals, rehabilitation centers, nursing facilities through the coordination of services through the LCA program. Assisting those in need of affordable accessible housing information, application assistance and an explanation of how the housing system works. Providing education and outreach activities under the Medicare Improvements for Patients and Providers Act. Be involved in local initiatives such as the Hurricane Conference Training, the Dementia walks, pilot programs and special projects. CBADRC to the persons needs and ensuring that they are connected with the appropriate person, agency or service(s) in a comprehensive, coordinated manner to ensure the consumer is not getting the run around and sent to many different entities. It is always the goal of the ADRC to ensure the consumer leaves the call and or in person visit knowing that there is a solution to their need(s). With the core partner agencies of; CBCIL, local HHS representative, MCO's, transportation entities, Long term care providers, Mental Health and Disabilities members, and Veterans representatives the ADRC ensures that there is communication and collaboration between all entities for the end goal of assisting those in need of their services. To put a face to a name, to work together to address the needs of the consumers only assist to accomplish that goal.

Problem Statement: Fragmentation of many of the States Federal and State programs continues to be a hindrance to many seeking assistances in the areas of specialized information and referral

services, referral and assistance to respite care services, assistance for those non-Medicaid, Medicare and private pay residents in nursing facilities who need transitioning assistance back into the community. Lack of shared and or access to data and incompatible computer systems, lack of knowledge regarding programs serving different types of age groups and those with disabilities. Resources to assist family caregivers with their needs for caregiving and information regarding related services such as training, newsletters and support groups. Veterans' services that many veterans refuse to access are some of the initial problems. The aging out of baby boomers and the complex nature of serving cross disability populations presents our 11-count Coastal Bend region with a pronounced need for streamline services. The CBADRC ensures that fragmented services are coordinated through the initial contact to ensure their needs are being met.

Experience and Organizational Capacity: The CBADRC has proven experience and organizational capacity in providing evidence-based practices and the managing of various project within the ADRC services such as Local Contact Agency services by providing a thorough assessment of the needs and services needed by those seeking services. By providing outreach and educational information to those seeking information regarding various services as those requested for application assistance, housing information, addressing the needs of those with disabilities, veterans' services LTCS, and by a strong collaborative partnership in the community. CBADRC is well known within the eleven counties of the Coastal Bend with the capacity to increase service needs, implement pilot projects, work in a collaborative, cooperative efforts with our many community partners.

Approach to Meeting the Project Requirements: The Coastal Bend ADRC utilizes a unified approach to address the ADRC's NWD system initiatives and service as a key access to specialized information, referral and assistance as a one stop resource for those seeking assistance in various capacities specifically those in need of long-term care services and supports. This is accomplished by starting with a unified way of documentation of all incoming calls and referring them to the appropriate service to address their need(s). IR&A staff are well trained in all the required aspects of IR&A to stay in compliance with ADRC requirements. This assists and helps address their call and appropriately refer them internally either to the AAA/ADRC side of services or to our community partners. Strong involved with our

community partners is one of our strong suites who know the value of the ADRC and how we can work together in unison for the overall well-being and assistance of the consumer. ADRC community partners state they learn many educational/information that assist them in helping.

Section 2: Project Work Plan

Composition and Structure of the Project:

The Coastal Bend ADRC serves individuals who are 60 years and older, individuals who may have intellectual, developments, physical disabilities and or who may have chronic diseases or conditions. The CBADRC works closely with the disabilities community, Coastal Bend Center for Independent Living, Goodwill Industries, (LIDDAS) Nueces Behavioral Health Center, and Coastal Plains Community Center and Partner Resource Network that works directly with families of children with disabilities. This ensures all age groups are addressed within the disability's community. The CBADRC provides assistance to family caregivers through direct services through the collaboration with Area Agency on Aging and local community partners such as Face-to Face Walk for Memory who provides funding to the AAA and in turn the ADRC makes direct referrals of those who are 60 years of age or older. The CBADRC also works with community partners Catholic Charities and Coastal Plains for those in need of services under the age of 60. The CBADRC works with entities that serve the Veterans population through partnerships with Endeavors, Veterans Administration, Nueces County Veterans Services offices, ADRC provides services to any families with children with disabilities and any other individuals planning or needing assistance with LTSS needs. These services are provided in the Coastal Bend regions of; Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Refugio, Nueces and San Patricio.

Composition and Structure of the Project:

The CBADRC provides a specialized information, referral and assistance that assists individuals requesting information regarding LTSS and resources available for respite, veterans, LIS, MSP, housing, food stamp assistance, housing information and assistance, application assistance, outreach and educational activities under the Medicare Improvements for Patients and Providers Act (MIPPA). The CBADRC is also involved in local initiatives such as the local dementia walk for memory to address the needs of dementia in our community. Pilot project programs and

special project that may arise such as those with the partnership with the Health Department of San Patricio County to help address breast cancer. CBADRC has many great collaborative partnerships with all of its ADRC Coalition members which consists of the Regional Transportation Authority, local HHSC representatives, Center for Independent Living, housing coalition members, MCO's, Veterans representatives, children's disability advocates, and alike. The ADRC provides information and assistance through its LCA program which provides transition planning and person-centers options counseling that assist non-Medicaid, Medicare, and private-pay nursing facility residents who may be in need of assistance transitioning into the community back into their homes or provide assistance to find a home. Some LCA consumers are referred withing the AAA structure to provide direct assistance with respite services, DME, application assistance and application assistance. The CBADRC provides housing navigator activities which helps to provide assistance for housing opportunities and information regarding accessible, integrated and affordable housing. This is accomplished with the advocacy for affordable housing by developing and maintaining working relationships with housing authorities, housing builders, city and county stakeholders, property owners, developers, housing navigator staff. CBADRC housing navigator staff analyze complex housing policies and plans and provides public input to city planners and policy makers by attending housing meetings and/or preparing statement in writing. The CBADRC participates, coordinates and partners with partner entities to provide outreach and educational activities for the Medicare Improvement for Patients and Providers Act. Through the MIPPA outreach events information is distributed regarding the LIS, MSP and Medicare Prescription Drug Coverage (Part D) programs. The CBADRC is involved in local initiatives and/or pilot programs and special projects that assists individuals age 60 and over, individuals with intellectual disabilities, developmental disabilities, physical and/or chronic diseases or conditions. The CBADRC The CBADRC works closely with the disabilities community, Coastal Bend Center for Independent Living, Goodwill Industries, (LIDDAS) Nueces Behavioral Health Center, and Coastal Plains Community Center and Partner Resource Network, Regional Transportation Authority, and local MCO's.

Composition and Structure:

The CBADRC is housed within a Council of Governments and the Area Agency on Aging located at 2910 Leopard Street, Corpus Christi Texas serving the Coastal Bend Region of Aransas, Bee,

Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Refugio, Nueces and San Patricio. The CBADRC operates Monday -Friday from 8:00am – 5:00 pm with coverage during the hours of 12:00 pm – 1:00 pm and utilizes a voicemail system for any overage of calls and during training that take place during normal operating hours. Callers receive a message which identifies the CBADRC and provides information about access to long-term services and support. Calls who leave a voicemail are returned within 24 hours of receiving the call or first thing Monday mornings if the call is left over the weekend. Walk-ins are assisted during the same business hours listed above with priority given to walk-ins as indicated in policies and procedures. The CBADRC is accessible building for those non-mobile consumers seeking assistance. The CBADRC observes the following holidays. Christmas Day, the day before Christmas or after Christmas, New Years Day, Texas Independence Day, Good Friday, July 4th, Labor Day, Memorial Day and will provide notice to HHSC in advance of the holiday or if any holidays change or are added. The administrative staff consists of Viola Monrreal, ADRC Director (viola@cbcogaaa.org) oversees the day to day operations of the ADRC and its staff, Sylvia Alvarado (sylvia@cbcogaaa.org), Options Counselor and IR&A Specialist provides Options Counseling services and information, referral and assistance, David Ramos, (david@cbcogaaa.org) Housing Specialist provides assistance with ADRC housing duties, reporting and direct client assistance in the area of housing, Monica Perez (monicap@cbcogaaa.org) provides assistance with David Ramos in the area of the ADRC housing duties and reporting and the MIPPA program, Erika Luna, (erika@cbcogaaa.org) Respite Services Coordinator coordinates the respite services for the TLRC program, Joann Sandoval, (joann@cbcogaaa.org) IR&A Specialist provides information, referral and assistance to consumers seeking assistance withing the ADRC program. There are 7 job classifications of staff delivering ADRC services for the CBADRC.

Program Requirements:

Client Feedback:

Policy. Coastal Bend ADRC will measure client satisfaction through a client satisfaction survey of program participants/clients after the service is delivered.

Procedures. Coastal Bend ADRC employs specific procedures that include, but are not limited to, the following:

a) For Information and Referral calls, follow-up calls are made to the caller asking if they were satisfied with the information/services they received. Any pressing issues will be addressed at that time, and if necessary, a supervisor will intervene to address significant issues.

b) For Care Coordination/Benefits Counseling/Respite Services/Housing Navigation and similar type services, a confidential letter is sent out with a short survey after the service is completed, asking the client select questions about the services they were given. The Coastal Bend ADRC utilizes a very similar survey process as furnished by the HHSC.

c) For Information and Referral calls, follow-up calls are made to the caller asking if they were satisfied with the information/services they received. Any pressing issues will be addressed at that time, and if necessary, a supervisor will intervene to address significant issues.

For Care Coordination/Benefits Counseling/Respite Services/Housing Navigation and similar type services, a confidential letter is sent out with a short survey after the service is completed, asking the client select questions about the services they were given. Assigned staff review consumer files to ensure all required/needed documentation is in place and that all required forms are signed, i.e. HIPPA, permission to release forms etc. A check off list is utilized to ensure required documents are in consumer file, follow-ups are being conducted (if requirement of program) and consumer survey has been mailed/conducted (TLRCP)

Options Counseling staff ensures consumer files are in order that faxed referrals, self-referrals, assessment documents are in file. Additionally, OC staff utilizes a check off list of provided

information to ensure needed/requested information is provided in a hard copy as well as verbal. Options Counselor also ensures that completed files are stored under lock and key and/or that office is locked when not in use and that all identifiable information is not available to anyone other than those assigned to the case.

For IR&A calls, call logs are printed daily and turned in to AAA/ADRC Director, director reviews the nature of the call, what was requested, what was provided, mailed etc. Should additional information be provided the director and or benefits counselor will get with the staff person who took the initial call and provide them with additional information to provide to the client. IR&A staff will then follow up with the consumer to provide additional information. The AAA/ADRC Director and/or lead staff will use this information as a teaching opportunity for all IR&A staff and/or staff in that specific area.

The CBADRC utilizes a mailed survey format to get feedback from at a minimum 10% of consumers that were provided assistance through the IR&A, TLRCP programs and will additionally include a survey instrument for any LCA, MIPPA, CPP and Housing Navigator consumers assisted. The information is mailed out at a minimum quarterly and compiled. The compiled information is shared with ADRC staff and used as ways to improve area's that come to light that may need improvement, identify additional training needs, and implement additional training. The information is also utilized to reassure those processes in place work.

There is a complaint/grievance procedure in place that was adopted from the AAA complaint/grievance procedure and utilized should the need arise.

d) Coastal Bend ADRC utilizes a very similar survey process as furnished by the HHSC.

Quality Monitoring:

Assigned staff review consumer files to ensure all required/needed documentation is in place and that all required forms are signed, i.e. HIPPA, permission to release forms etc. A check off list is utilized to ensure required documents are in consumer file, follow-ups are being conducted (if requirement of program) and consumer survey has been mailed/conducted (TLRCP)

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Plan of Operation:

The CBADRC operates Monday -Friday from 8:00am – 5:00 pm with coverage during the hours of 12:00 pm – 1:00 pm and utilizes voicemail system for any overage of calls and during training that take place during normal operating hours. Callers receive a message which identifies the CBADRC and provides information about access to long-term services and supports. Calls who leave a voicemail are returned within 24 hours of receiving the call or first thing Monday mornings if the call is left over the weekend. Walk-ins are assisted during the same business hours listed above with priority given to walk-ins as indicated in policies and procedures

The Coastal Bend Aging and Disability Resource center housed at the Council of Governments and the Area Agency on Aging of the Coastal Bend. AAA is a core partner of the CBADRC which serves as the "No Wrong Door" entry into long term care services and supports that helps streamline public access to long-term care and assists individuals; who are older, individuals with intellectual disabilities, developmental disabilities, physical disabilities, and/or chronic diseases or conditions, family caregivers, Veterans, families with children with disabilities and other individuals who may be planning for future long term services and supports regardless of age, income, and disability.

Direct staff includes a percentage of the AAA Director (key Staff) who oversees the administrative and fiscal functions of the CBADRC. **Viola Monrreal, exempt staff**, is the AAA/CBADRC Director and has served in that capacity since 2017-, and 13-years total with the AAA/CBADRC

and since the inception of the CBADRC in 2011. She is responsible for all CBADRC program and training activities, supervises all CBADRC staff, contractors, website design, Housing Navigator Program, LCA, MIPPA, IR&A, TLRCP, serves as the liaison with community stakeholders, takes the lead in partnership building and has been instrumental in CBADRC becoming a fully functioning ADRC. Ms. Monrreal has over 37 years' experience with social service programs in the Coastal Bend including establishing and directing the first United Way Info-Line, which later became the local component of 2-1-1 Texas. Has worked in the area of housing, debt management, homeless population and persons with disabilities, hurricane recover after Hurricane Katrina and the field of Information and Referral. Prior to implementation of the CBADRC, Ms. Monrreal initiated and still continues to supervise Coastal Bend's very successful *A Matter of Balance Program and Tai Chi for Arthritis and Fall Prevention* within the AAA. Viola Monrreal: viola@cbcogaaa.org 361-883-3935.

Other positions are the 1.35 FTEs that support the Information, Referral and Assistance functions of the ADRC and are considered crucial front- line staff, answering phones for ADRC and AAA as well. IR&A functions of AAA and ADRC are integrated with staff answering phones as the "Area Agency on Aging - Aging and Disability Resource Center". The dedicated

The direct ADRC phone line with the incoming 855- YES-ADRC State directed calls that phone is answered "Coastal Bend Aging and Disability Resource Center". In house AAA/ADRC Information, Referral & Assistance, staff **Joann Sandoval** part of her time is charged to ADRC and the other to AAA IR&A. Ms. Sandoval is the newest staff of the AAA/ADRC and is currently trained as an IR&A Specialist with continued ongoing training. Ms. Sandoval brings with her much experience in customer service and direct client contact from her previous employments. Her customer service background will be a great asset to the CBADRC. In

addition, part of the Options Counselor staff person Sylvia Alvarado is also utilized for ADRC and AAA back-up phone coverage and call navigation. Sylvia is a retired State employee that came to the AAA/ADRC for her second career and brings with her a vast knowledge of State agency programing. Sylvia Alvarado also holds her IR&A CIRS Certification and plans of adding another in FY 2024-2027

There is one part-time vacant position that will be filled in 2024 for an IR&A specialist to assist with the increase in call volume.

Including AAA support of IR&A, .96 FTEs are devoted to front line Information, Referral and Assistance.

Mr. David Ramos a retired previous staff of the City of Corpus Christi assisting the Housing Navigator Program. Navigator Program is supported in-house by **Monica Perez, non-exempt**. Ms. Perez started as an IR&A Specialist and worked her way up to housing navigation. Ms. Perez has her Bachelors in psychology. Ms. Perez will also assist with some of the functions of the MIPPA program with outreach and education assistance, will receive training to become a Certified Benefits Counselor I part of the time for AAACB and an Application Assistance Navigator through the Community Partner Program. Monica Perez; Monica@cbcogaaa.org 361-883-3935. CBADRC housing effort is also supported by contract with the Judy Telge independent contractor for an off-site ADRC Housing Navigator. Position is filled by **Judy Telge** whose focus is on affordable housing advocacy and coalition development. Ms. Telge has over 42 years of experience identifying the need and promoting additional housing for individuals with disabilities and limited incomes. She is a strong advocate for the development of independent, integrated, accessible and affordable housing and clearly understands the

importance of affordable housing in supporting individuals wanting to transition from institutional settings back to the community. Judy Telge; Judyt@cbcil.org 361-883-8461.

The ADRC Options Counselor position is filled by **Sylvia Alvarado non-exempt staff** has over 10 years of experience as a HHSC Community Care Worker and 3 years of experience as Community Alzheimer's Resource and Education Specialist. Ms. Alvarado has worked in the area of LCA since the inception of the program. The ADRC Options Counselor, Ms. Alvarado has the necessary skill sets to assist residents in nursing facilities and assisted living facilities – hospital settings and collateral referrals in facilitating informed decision-making about long-term care services and supports. Ms. Alvarado also helps within the MIPPA program as needed. Ms. Alvarado is a Certified Benefits Counselor I and an Application Assistance Navigator through the Community Partner Program. Ms. Alvarado received her certification for the Community Resource Specialist Aging/Disabilities in April 2019. Sylvia Alvarado, Sylvia@cbcogaaa.org 361-883-3935.

The TLRCP Coordinator position is newly filled by Erika Luna (former IR&A Specialist) and was recently certified as a BC I staff. Ms. Luna has been with the COG/AAA/ADRC for the past 5 years. Ms. Luna utilized the tools she learned as an IR&A specialist to become the TLRCP Specialist as needed and as backup when needed for ADRC/AAA IR&A. Ms. Luna is also an Application Navigator through the community Partner Program. Erika Luna, Erika@cbcogaaa.org 361-883-3935.

Disaster Recover and Business Continuity Plan:

The AAA will consult with Texas Health and Human Services Commission, Office of Emergency Management, Federal Emergency Management Agency (FEMA), American Red Cross, Salvation Army, Baptist Association, Police Department, subcontractors, Community

Organizations Active in Disaster (COAD), Health Departments and other local community emergency planning groups, and local government entities on planning services that meet the needs of older persons and persons with disabilities prior to and after emergencies. AAA/ADRC staff attend an annual two-day Hurricane Conference which assists with educational information regarding preparation for a natural disaster before/during and after/including Hurricane Recovery. The CBADRC is well versed in disaster recovery and applauds itself in being operational right after Hurricane Harvey which hit the Coastal Bend Area. Respond to any new disasters such as COVID-19 and other infectious diseases, Texas Freeze and/or any other unforeseen local and national disasters as recommended by local, state and national partners. These activities include but are not limited to;

- Coordination with direction from the appointed COG emergency management coordinator.
- Participate in planning activities with Community Organizations Active in Disaster (COAD, formerly VOAD) or other local disaster committee or unmet need committee that includes other human services agencies and church groups whose purpose is to plan actions necessary prior to and after emergencies.
- Coordinate with and encourage local contractors/subcontractors to identify the "at risk" elderly and disabled in the planning and promote STEAR registry through 2-1-1.
- Prior to an emergency (on an on-going basis), promote STEAR registry through 2-1-1 and the importance of personal emergency plans through AAA/ADRC region-wide network of agencies and contacts.

- If feasible prior to an emergency event (such as a hurricane) AAA/ADRC staff will call active homebound AAA/ADRC clients (in-house programs) to ascertain that they have an emergency plan and if not, staff will follow-up with home health agency and/or local emergency officials as appropriate.
- Provide information to HHSC regarding the impact of emergencies on the elderly and disabled population in the Coastal Bend Region.
- Provide authorized Older Americans Acts services and seek disaster relief funding for ADRC services with focus on minor Residential repairs, debris removal, relocation costs assistance, benefits counseling/advocacy especially as it relates to completion of FEMA forms and appeals - as staff and funding are available. Seek funding for new disasters such as COVID-19 to help with self-isolation, PPE, educational information, assistance with food, rent, utilities, application assistance for governmental assistance, i.e. SNAP, unemployment benefits, and any other resources new or old being offered.
- Participate in local community emergency management meetings i.e. Community Organizations Active in Disaster (COAD) with goal of social service agency coordination in recovery operations including establishment of local unmet needs committees.
- Updating local 2-1-1 Texas on any available resources for older persons and persons with disabilities during and after emergencies and the role of the AAA/ADRC in assisting with elderly and disability needs.

- Special outreach in order to encourage elderly and disabled disaster survivors to make application at FEMA Disaster Application Centers (DACS) as soon as they are established.
- Supply AAA/ADRC service brochures and contact information at established DACS, offer AAA/ADRC table at DAC if feasible.
- Assistance by AAA/ADRC Benefits Counselors/Care Coordinators/Options Counselor, IR&A Specialist and Housing Navigator, acting as advocates to older persons and persons with disabilities in the disaster application process, including follow-up to ascertain older survivors and persons with disabilities receive approved grants and services and that they are protected/informed about unscrupulous/scams from repair contractors.
- Each AAA/ADRC staff person will have an emergency supply kit for their office to now include PPE, hand sanitizer, Lysol spray and/or handwipes.

The AAA/ADRC would make every effort possible and within its ability to re-establish operations and service delivery within twenty-four (24) hours after an unplanned disaster (or as advised through local governmental agencies). The following are potential issues that did and could occur after a hurricane and/or disaster; loss of electricity, loss of facility, loss of staff either by distance/life, loss of equipment, loss of phone service, not able to travel from one location to another due to downed lines, trees, debris etc., and local mandated curfew hours.

The CBADRC would work with local officials to get the most current up to date information as part of the emergency management team. This information would allow for better planning in determining what, where and when functions are coming back up and how to incorporate this information to help bring services back. An alternative recovery site determination would be

made based on available resources in the area at the time and every effort would be made to have the alternate site within the general location of the CBADRC if at all possible. (Coordination and assistance from COG local member governments in finding an alternate site is anticipated and will be most valuable.) Once electrical services are restored information will be taken from the cloud backup system and downloaded so that any available staff would be able to access information to provide the day-to-day services needed and/or information regarding recovery after the disaster. The restored services would be provided at a minimum with one to two staff persons working in tandem until more staff became available. AAA/CBADRC collects all available phone numbers including cell phone numbers, and phone numbers of an alternate family member(s) that they may travel to in order to have contact with staff as needed.

Should interruption of services occur as they do in most disasters, our contingency plan would be to keep in contact with those entities, personnel of emergency management teams so that information which is vital to the recovery process for short and long-term recover is available. Key personnel would keep in constant contact to ensure which staff stayed and which staff left the area. For those that left information would be obtained beforehand as to which area of the State they traveled to and/or how easy would it be for them to return.

Documents that would be utilized during equipment down time would be a paper trail of all calls that were received during this time with all required consumer information and intake assessment if required. The information would then be reconciled on a monthly basis in order to provide HHSC with required reporting information needed to meet performance measures.

In addition, the AAA/ADRC would utilize a paper excel spreadsheet specific to the disaster recovery and its contingency operations plan. This would be utilized to keep HHSC informed as to the ongoing status of the recovery and anticipated full operation. Additionally, if available a

weekly/daily phone call with identified HHSC staff to keep them informed of the status of the situation.

AAA/ADRC would commit to the participation of an annual (frequency to be determined by HHSC) of an enterprise-wide test of the disaster recovery solution planned.

Transition Plan

The AAA/CBADRC would work very closely with HHSC and any identified entity for the smooth transition of services to ensure no disruption of services to the ADRC consumers occur. Client information, client files and/or any other required/needed information would be released and handed over. A detailed schedule for all required activities within the ADRC would be provided and any technical assistance needed/required would be provided.

Possible risks could include but not limited to the following; Little to no working knowledge of the requirements of operating an ADRC, little to no training of staff regarding operations of an ADRC and its services/programs, limited knowledge of the unique budget process of an ADRC, little to no knowledge of working in the area of housing development, little to no knowledge of working with nursing/assisted living facilities, hospital social workers/discharge planners and hospital administrators. Limited knowledge of Person-Centered activities, Specialized IR&A specific to the aging and persons with disabilities, limited knowledge of long- term care services and supports, limited knowledge of collaborative partnerships. The Coastal Bend Aging and Disability Resource Center serves (11) counties in the designated PSA #20 in the Coastal Bend Region; Aransas, Bee, Books, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Refugio, Nueces and San Patricio. CBADRC will continue to provide ADRC core services for all the above counties through the end of current funding with no interruption in services.

The Coastal Bend ADRC will be responsible for all Deliverables and specific timeline as indicated below:

- Within 30 calendar days after contract execution CBADRC will submit to HHSC the initial Contract Monitoring Questionnaire.
- Within 60 calendar days after contract execution CBADRC will provide the names and stakeholder partners of the local advisory group members partnered with the CBADRC.
- Within 60 calendar days after contract execution CBADRC will submit a project plan providing Texas Lifespan Respite Care Program Services.
- Within 30 calendar days after contract execution or date specified by HHSC CBADRC will submit a final staffing plan.
- Within 30 calendar days after contract execution CBADRC will submit a final Turnover Plan.
- Within 60 calendar days after contract execution CBADRC will establish formal agreement between the CBADRC and the Area Agency on Aging of the Coastal Bend.

CBADRC will submit for reimbursements, reports and other request from HHSC through the end of the current funding and going into new contract. CBADRC will continue all business operations of the CBADRC.

- Assistance would be provided in learning what is an ADRC, the functions of an ADRC, acronyms associated with an ADRC.
- How to address fragmentated services within their service area.
- Address the core partners of an ADRC and how to engage them
- Implementation of an ADRC Steering Committee
- MOUs with core partners and second tier partners

- How to build a more coordinated information and access for all persons seeking long term care services and supports
- How to help navigate the LTSS system
- How to minimize confusion, frustration, and help enhance individual choice, and support informed decision making
- How to raise visibility about the full range of options available, provide objective information, referrals, and assistance, and empower to make informed decisions about consumers long term supports, and help access public and provide long term supports and services programs. Required IR&A training and certification for staff and how to access that information.
- The CBADRC would provide assistance with the requirements of the ADRC budget process by demonstration, technical assistance and hands on assistance
- Assistance would be provided regarding the Housing Navigator system in how to locate, and engage developers, how to find housing authorities in their service area and the housing plans to provide input, how to find their board meeting dates, times and locations, how to provide input with legislation regarding affordable, accessible, integrated housing and how to find and update housing stock in their service area and any and all functions of the Housing Navigator project.
- The ADRC would hand over any training manuals, power point presentations, past archived trainings, future training information relevant to any and all trainings applicable to the ADRC and staff.

- Provide assistance with the working knowledge, templates, intake assessments and any forms associated with the ADRC program. Information would be provided in an electronic and hard copy version.
- Provide hands on, telephone, emails, conference call assistance regarding the Local Contact Agency program and how to engage administrators, social workers, family members, hospital staff and all collateral referrals, via face-to-face meetings, presentations, printed materials and working relationship with the Ombudsman Program

The AAA/ADRC would provide the following activities and our roles and responsibilities would be to work in a collaborative/coordinated effort with HHSC, and newly awarded contractor to ensure continuation of services to current ADRC consumers. This would at a minimum incorporate all of the aforementioned activities listed under "Transition Plan'. This would take place at the direction of the HHSC staff with a start and end date of 30 business days after execution of the contract. AAA/ADRC staff would ensure that everything within its power is conducted and all of the assistance needed is provided for a seamless, smooth transition and that

Staffing Requirements:

The following are staff that are allocated for the functions of the day-to-day operations of the CBADRC, number and job classifications, qualifications and competencies of each staff member paid under the HHSC contract.

The CBADRC has assurances in place to assure that all ADRC staff hired meet the requirements of each position. This is accomplished through an extensive screening process that confirms the qualifications, skills and duties required for each position i.e. educational attainment, reference/ qualification checks, background checks/finger printing and a thorough interview process.

CBADRC proposes to utilize the current staffing plan utilizing a total of 2.91 full time equivalent (FTE) positions. This includes 2.08 FTEs that are direct staff of the CBCOG-AAA/ADRC and .80 FTE (3 part time positions) that are contracted with CBADRC core partners or are contracted individuals. Please see all attached Job Descriptions and resumes for CBADRC staff. All job descriptions indicate if position is full or part time, required qualifications, skills, and duties of each staff position including the skills needed to serve the target populations and individuals who are difficult to serve. All positions are filled by paid staff. All staff must demonstrate proficiency in

interpersonal communication, both oral and written, and have a general knowledge of; The aging process,

disability definitions, concepts, etiquette, and independent living philosophy, person centered concepts,

characteristics of the target populations served by the ADRC, interviewing techniques, cultural competence,

knowledge of children's services delivery system, Veterans service delivery system, the knowledge of

indications of abuse and exploitation, knowledge of mandated reporting protocols of Adult Protective

Services and Child Protective Services, Crisis intervention systems available through local mental health

authorities, crisis intervention techniques, client's rights and grievance procedures, The Texas aging service

delivery6 system including long-term care, disability related service delivery systems such as Independent

Living Centers, developmental disability resources, and mental health resources and any other services that

may be funded by HHSC and service delivery systems withing the community.

Viola Monrreal, AAA/ADRC Director/BC II – Based on 100% of time

ADRC Operations 10%

ADRC Navigator 1%

ADRC MIPPA 1.3 %

Sylvia Alvarado, ADRC Options Counselor/IR&A Specialist/MIPPA/CPP Specialist/BC I

ADRC Operations/SGR -33%

ADRC Options Counseling/LCA -12%

ADRC PI -16%

Erika Luna, ADRC TLRCP Coordinator/Back-up IR&A Specialist/BC I Counselor

TLRCP – 5%

Monica Perez, ADRC Housing/MIPPA/CPP Specialist/BC I – Based on 100% of time

ADRC Housing Navigator – 25%

ADRC Operations/SGR – 14%

ADRC MIPPA – 5%

David Ramos (Housing Specialist)

ADRC Housing Navigator – 5%

ADRC Operations/SGR – 5%

Joann Sandoval, IR&A Specialist

ADRC Operations/SGR – 48%

Shanice Moya, BC II Counselor

ADRC Operations/SGR – 2%

ADRC MIPPA – 1.5%

Vacant – ADRC IR&A Specialist waiting on this position to be filled. Once filled the position.

Staff Development:

All staff will have staff development that equates to their individual job description needs. Some may attend local trainings, online training in IR&A components, how to handle crisis calls, Veterans services and needs. Some staff specific to respite will attend respite trainings, symposiums, online training and any other local and State training available. Housing Navigation's staff development will encompass the annual housing training provided through the State and any local training, on-line trainings that may become available. All staff will attend person-centered staff development training, dementia training, cultural diversity staff development. Each staffs training will be specifically tailored to clients and benefits counselors with diverse values, beliefs and behaviors. Some of the staff such as the respite coordinator and

the Housing Specialist/MIPPA staff will go through the MIPPA/BC training held either on-line or in person.

Turnover Plan:

The Turnover Plan for the AAA/CBADRC would be as follows after a detailed discussion by and between CBADRC, HHSC and/or any other named entity by HHSC to ensure a smooth, successful, seamless transition of continued services prior to 60 calendar days notification; Work very closely with HHSC to transfer the CBADRC back to HHSC and/or any identified entity by HHSC. All programmatic transfer of information would occur within 60 calendar days prior to the end of the contract of the current program. An Operational transfer could include by not limited to the following; call case files (if applicable to the program, i.e. Options Counseling) data collection, day to day functional flow charts, business templates and flows. Any and all step-by-step transition of the CBADRC programs, services would be made available to HHSC and/or any entity named by HHSC. and any identified entity for the smooth transition of services to ensure no disruption of services to the ADRC consumers occur. Client information, client files and/or any other required/needed information would be released and handed over. A detailed schedule for all required activities within the ADRC would be provided and any technical assistance needed/required would be provided before and after the transition period.

Any and all written electronic formatted documentation will be transferred to HHSC and/or any other named entity by HHSC as it pertains to the day-to-day function and/or operations of the CBADRC program and services. A coordination of transference of documentation to HHSC and/or any entity named by HHSC will occur within 60 calendar day of notification by HHSC.

All training materials used in the day-to-day activities/function of the CBADRC program/services will be transferred to HHSC and/or any other named entity by HHSC, 60 calendar days of notice

to HHSC. In addition, this would include by not limited to any and all manuals used/developed any methodologies used/developed used in the development and/or training of all CBADRC staff and its partners. Curriculums, best practices and any supporting data/documentation in relation to the development/advancement of any and all ADRC staff and/or its partner agencies.

Additionally, any and all support documents; Scope of Work, - Contact Requirements, Key Performance– ADRC Deliverables will be made available to HHSC and/or any other entity identified by HHSC, 60 calendar days prior to transference of the CBADRC program and or services.

CBADRC has Quality Assurance processes in place to insure a coordinated, timely and smooth turnover of the CBADRC to HHSC and/or any entity named by HHSC. To ensure no disruption of services during the Operational Turnover process CBADRC would meet and have open communication between the CBADRC, HHSC and/or any other entity named by HHSC.

The Coastal Bend Aging and Disability Resource Center's Operational Turnover Plan allows HHSC and or any other named entity by HHSC the program knowledge for transference as needed and/or required throughout the 6 months prior to contract end date for HHSC and/or any named entity by HHSC. Upon notification by HHSC that turnover activities are required CBADRC shall complete 100% of all turnover activities aforementioned and any other activities named by HHSC and obtain approval prior to final payment to CBADRC.

Possible risks could include but not limited to the following; Little to no working knowledge of the requirements of operating an ADRC, little to no training of staff regarding operations of an ADRC and its services/programs, limited knowledge of the unique budget process of an ADRC, little to no knowledge of working in the area of housing development, little to no knowledge of working with nursing/assisted living facilities, hospital social workers/discharge planners and

hospital administrators. Limited knowledge of Person- Centered activities, Specialized IR&A specific to the aging and persons with disabilities, limited knowledge of long-term care services and supports, limited knowledge of collaborative partnerships.

- Assistance would be provided in learning what is an ADRC, the functions of an ADRC, acronyms associated with an ADRC.
- How to address fragmentated services within their service area.
- Address the core partners of an ADRC and how to engage them.
- Implementation of an ADRC Steering Committee
- MOUs with core partners and second tier partners
- How to build a more coordinated information and access for all persons seeking long term care services and supports
- How to help navigate the LTSS system.
- How to minimize confusion, frustration, and help enhance individual choice, and support informed decision making
- How to raise visibility about the full range of options available, provide objective information, referrals, and assistance, and empower to make informed decisions about consumers long term supports, and help access public and provide long term supports and services programs. Required IR&A training and certification for staff and how to access that information.
- The CBADRC would provide assistance with the requirements of the ADRC budget process by demonstration, technical assistance and on hands assistance.
- Assistance would be provided regarding the Housing Navigator system in how to locate, and engage developers, how to find housing authorities in their service area and the

housing plans to provide input, how to find their board meeting dates, times and locations, how to provide input with legislation regarding affordable, accessible, integrated housing and how to find and update housing stock in their service area and any and all functions of the Housing Navigator project.

- The ADRC would hand over any training manuals, power point presentations, past archived trainings, future training information relevant to any and all trainings applicable to the ADRC and staff.
- Provide assistance with the working knowledge, templates, intake assessments and any forms associated with the ADRC program. Information would be provided in an electronic and hard copy version.
- Provide hands on, telephone, emails, conference call assistance regarding the Local Contact Agency program and how to engage administrators, social workers, family members, hospital staff and all collateral referrals, via face-to-face meetings, presentations, printed materials and working relationship with the Ombudsman Program

The AAA/ADRC would provide the following activities and our roles and responsibilities would be to work in a collaborative/coordinated effort with HHSC, and newly awarded contractor to ensure continuation of services to current ADRC consumers. This would at a minimum incorporate all of the aforementioned activities listed under "Transition Plan'. This would take place at the direction of the HHSC staff with a start and end date of 30 business days after execution of the contract. AAA/ADRC staff would ensure that everything within its power is conducted and all of the assistance needed is provided for a seamless, smooth transition.

Month of September the following activities would occur	Congratulatory phone call with subsequent phone call dates, questions & Answer session
	CBADRC Overview and all staff functions/percentages of staff time allocations.
	IR&A Staff, requirements, LTSS training, process, documentation, data entry turn-over of documentation within this program.
	Question & Answer session regarding information and documentations forwarded and reviewed. Update to HHSC regarding what transpired for the week
	Overview of Housing Navigator Program, staff and percentage of time, contracted staff. Forwarded information in this regard.
	Forwarded Housing Navigator Contract, Budget, overview of Budget, Housing Specialist, Job Descriptions/qualifications/back-ground checks etc.
	List of all employees including any contractors, including all hiring documentation, credentials (if applicable) and any employment and payroll records.
	Follow up call regarding documentation received in Housing Navigator Program.
	Information regarding Housing Authorities, developers, housing plans, Housing Navigator Meetings, trainings, reporting processes and turnover of information in this regard.
	Follow-up phone call regarding Housing Navigator program and all information provided to date and update to HHSC regarding weeks progress
	Local Contact Agency/PI Overview, staff, percentage of time, budget information in regards to this program.
	LCA collaborative partners, Nursing/Assisted Living Facilities, administrators, hospital discharge planners, social workers, Ombudsman collaboration.
	Review of all documentation, data entry current and closed consumers, referral process from the receipt of referral to the close of a case.
	Forward all supporting documentation for review and Q&A to follow
	Q& A regarding LCA/PI and update to HHSC regarding weeks progress
	ADRC MIPPA program overview, staff, percentage of staff and budgeted information in this regard.
	Forward of documentation, data entry of information and processes for this program.
	Forward of documentation, forms, past and future contacts and outreach materials and processes for purchase of materials and contracted vendors

	Q&A of received documentations for the MIPPA program
	Overview of weeks information and any additional questions answered and update to HHSC regarding weeks progress
	Overview of Texas Lifespan Respite Program and it's contractors.
	TLRCP processes, data entry, follow-up and surveys processes
Month of October the following activities would occur	Forward of documentation materials for assessment/application and partner outreach materials and contracted vendors information.
	Q&A of received documentation for the TLRCP
	Overview of weeks information and any additional questions and update to HHSC regarding weeks progress
	Procurement Process for vendors with sample forms
	Q& A of Procurement Process
	HUB Reporting Process for all contractors and financial reporting
	Reporting for Housing Navigator/MIPPA/IR&A/LCA and TLRCP
	Q&A regarding all information provided thus far and all forwarded documentation on all programs.
	Exit interview with HHSC and any additional assistance requested provided