

May 7, 2014

Kathy Payne, Director  
Yadkin Valley Economic Development District, Inc.  
PO Box 309  
Boonville, NC 27011

Dear Kathy:

In compliance with the Older Americans Act, Section 307 (4), OMB Circular A-133, Section 308 of the AAA Policies and Procedures Manual, and the Home and Community Care Block Grant (HCCBG) Agreement for the provision of County Based Aging Services, an on-site monitoring visit was made to the Surry County Senior Center April 16, 2014. The PTRC Area Agency on Aging staff member on site to monitor was Joseph Dzugan. As a part of the procedure, programmatic compliance monitoring was conducted for the following HCCBG service:

- Senior Center Operations

This assessment letter reviews specific aspects of the services provided, including 14 compliance criteria defined for each funding source. The assessment process included a review of compliance with the NC Division of Aging and Adult Services Standards, unit verification as it relates to services, reimbursement, and verification of compliance with the conflict of interest policy requirement in G.S. 143-6.1.

The assessment report is designed to:

- Identify those items which are commendable or show high achievement.
- Identify compliance or non-compliance with the applicable 14 compliance criteria and the requirement that non-profit entities have a notarized policy addressing conflict of interest.
- Identify the items not in compliance with the NC Division of Aging and Adult Services Standard that must be addressed in a corrective action plan.
- Document any technical assistance offered by the Piedmont Triad Regional Council Area Agency on Aging to further improve the service provided.

The results of the monitoring visit are as follows:

**Fund Source: Title III B Grant for Support Services and Senior Centers**

**CFDA: #93.044 Program Name(s): Senior Center Operations**

<b>Compliance Supplement Criteria Requirement</b>	<b>Compliance</b>
a. Activities Allowed or Un-allowed:	Yes
b. Allowable Cost/Cost Principles:	Yes
c. Cash Management:	n/a
d. Davis-Bacon Act:	n/a
e. Eligibility:	Yes
f. Equipment and Real Property Management:	n/a
g. Matching, Level of Effort, Earmarking:	Yes
h. Period of Availability of Federal Funds:	Yes
i. Procurement, and Suspension and Debarment:	Yes
j. Program Income:	Yes
k. Real Property Acquisition and Relocation Assistance:	n/a
l. Reporting:	Yes
m. Sub-recipient Monitoring:	n/a
n. Special Tests and Provisions:	Yes
o. Conflict of Interest:	n/a

**Description of Non-Compliance Findings**

Senior Center Operations: None.

## Comments, Technical Assistance, and Recommendations

### Comments

Brack Llewellyn, Senior Center Director, and Annalisa Davis, L.H. Jones Family Resource Center Director, were well prepared for the monitoring visit and readily provided answers and documentation for my inquiries.

### Technical Assistance and Recommendations

Please begin to implement a method to track the ages of senior center participants. This will enable you to identify the number of participants above/below 60 years of age and will also enable you to identify the number of participants according to age ranges such as between the ages of 60-70, etc. One method for tracking is having all senior center participants complete a "Registration/Liability Form" that includes a request for "date of birth."

I want to thank you for your assistance during the monitoring visit. If you have any questions, please contact me at (336) 904-0300 or [jdzugan@ptrc.org](mailto:jdzugan@ptrc.org). Thank you for your continued service to older adults and their caregivers.

Sincerely,



Joseph Dzugan, Aging Systems Coordinator  
PTRC Area Agency on Aging

cc: Chris Knopf, Surry County Manager  
Betty Taylor, Surry County Finance Director  
JoAnn Ahrens, Chair, Surry County Aging Services Planning Committee  
Jimmy Walker, Chair, YVEDDI Board of Directors  
Brack Llewellyn, Director, Surry County Senior Center  
Annalisa Davis, Director, L.H. Jones Family Resource Center  
Blair Barton-Percival, Director, PTRC Area Agency on Aging  
Bob Cleveland, Program Planner for Aging, PTRC Area Agency on Aging