Health and Human Services

David Sweat
Director

Required Provisions for BCSAF Contracts

Thank you for your interest in applying for Buncombe County Supplemental Aging Funding (BCSAF) which provides funding for in-home and community based services for older adults (age 60 and over) and unpaid caregivers. Eligibility for BCSAF shall be public or private nonprofit agencies or organizations or governmental entities. An exception can be made to fund a for-profit organization if the fore-mentioned agencies are unavailable to provide necessary services.

If your organization is funded by Buncombe County Supplemental Aging Funding (BCSAF), the following conditions and documents are required:

- Receive a Buncombe County contract from Buncombe County Health and Human Services Finance

- Submit the following documents:
  - **Certificate of Insurance** per the Contract requirements (with ***General Liability Policy that names Buncombe County as Additional Insured***). The insurance limits could be different; it depends on the Risk Assessment Forms - the higher the risk number, the higher insurance limits. The contract document will specify the limits needed.
    (a) Certificate of commercial general liability - everybody must provide
    (b) Certificate of workers compensation, and employers' liability - if supplier employs 3 or more employees
    (c) Certificate of automobile liability insurance - if the provider transports clients
    (d) Certificate of cyber liability insurance for all providers who keep client records
  - A copy of your **most recently audited Financial Statements** (or link to the website where they are available for viewing), if applicable
  - A copy of your most recently filed **IRS Form 990,** only if the vendor is a nonprofit
  - A copy of your **Tax-Exempt letter** (If you submitted a letter last year, please provide any updates or revisions), only if the vendor is a nonprofit

- Consent to be monitored by staff from Buncombe County to ensure compliance with the contract. Monitoring will be done the first year providers receive funding and every three years after that.

- Submit a bi-annual progress report based on the Results Based Accountability framework providing the following information:
    - How much did you do? (Quantity)
    - How well did you do it? (Quality)
    - Is anyone better off? (Impact)

For additional questions, please contact Billie Breeden at billie.breeden@buncombenc.gov or 828-767-4376.