

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant City Manager; Finance Department; City Attorney's Office; File

SUBJECT: **ORDINANCE AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE ALAMO AREA COUNCIL OF GOVERNMENTS FOR USE IN A SENIOR NUTRITION EVIDENCE-BASED PREVENTION DEMONSTRATION PROJECT.**

DATE: January 29, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the acceptance of a grant from and execution of a contract with the Alamo Area Council of Governments (AACOG) in the amount of \$46,996 for the Comprehensive Nutrition Project (CNP), operated by the Department of Community Initiatives, Elderly and Disabled Services Division, for use in a senior nutrition evidence-based prevention demonstration project from January 1, 2004 through September 30, 2004. This ordinance also revises the Fiscal Year 2004 CNP budget and appropriates funds.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

In August 2003, the Alamo Area Council of Governments (AACOG), responding to a Request for Proposals (RFP) issued by the United States Department of Health and Human Services (DHHS), Administration on Aging (AoA), submitted a grant application to establish an evidence-based prevention demonstration project focusing on senior nutrition in Bexar County. This Senior Nutrition Evidence-Based Prevention Demonstration Project, covering a three-year period, Fiscal Years 2004 to 2007, would target Bexar County seniors at greatest risk of diabetes and utilize proven evidence-based prevention techniques, primarily through nutrition, to mitigate risk factors. In September 2003, AoA approved the project and awarded AACOG a \$200,000 grant for the first year of the project.

AACOG's grant proposal is a collaboration of community health and social service agencies and academia working in partnership to reduce the risk of diabetes among the community's elderly

Hispanic population. ACOG/Bexar Area Agency on Aging (BAAA), working in tandem with the City of San Antonio's Department of Community Initiatives (DCI), San Antonio Metropolitan Health District (SAMHD), Texas Diabetes Institute, Our Lady of the Lake University, and Older Adult Service and Information System (OASIS) will provide culturally sensitive low fat/low glycemic and general nutrition education, diabetes health screening and education, and physical activity education to at-risk seniors who participate in the City's Comprehensive Nutrition Project (CNP) within the 78207 zip code of San Antonio. Approximately 93% of the residents in this zip code are Hispanic, almost 40% live below the poverty level and 11.65% of the area's population is over 65. CNP senior nutrition centers, which are located in the area and which will participate in the demonstration project include: Sacred Heart Senior Nutrition Center (Council District 1); St. Alphonsus, San Juan de los Lagos, St. Timothy and Christ the King Senior Nutrition Centers (Council District 5). This project complements the SAMHD health initiative in zip code 78211.

The CNP provides seniors, 60 years and older who reside in San Antonio and Bexar County, with much more than just a meal. The program provides a congregate setting to prevent isolation among seniors, encourage community involvement, improve health through better nutrition and medical screenings, and allows participants to maintain their independence and self-sufficiency. The CNP was an ideal foundation from which the demonstration project's interventions could be launched. Because a majority of CNP participants at the identified centers are at high risk for diabetes, all seniors at those centers will be eligible to voluntarily enroll in the demonstration project. This will also ensure confidentiality of health information, as health status will not be a condition to participate.

POLICY ANALYSIS

This grant program will continue existing City policy to utilize grant funds to support the City's Human Development core issues of Family Strengthening and Community Safety Net by attempting to mitigate diabetes risk factors in the elderly through proper nutrition and health education. Participants will be provided with additional nutritious meals, which they might not otherwise obtain during the weekends when senior nutrition centers are closed.

The performance measures for the City's portion of the project are reflected below:

Performance Measure	# of Seniors
# Seniors Receiving Weekend Meals	150
# Seniors Receiving Health Screenings and Education	600

This ordinance also reflects a continuation of existing City policy to provide services that improve the health and quality of life for senior citizens in San Antonio.

FISCAL IMPACT

The \$46,996 grant to the City will be incorporated into the Fiscal Year 2004 CNP budget. A majority of the funds, \$25,834, is earmarked specifically for additional senior meals, which will be provided to each project participant on weekends. The remaining \$21,162 in grant funding will support various project management activities through the CNP, such as communication and

technology support, dietetic technical support, and project material reproduction. The City's match consists of \$159,000 from the General Fund, which has already been budgeted within the FY 2004 budget for senior meals, and \$8,571 of in-kind services, for a total of \$167,571.

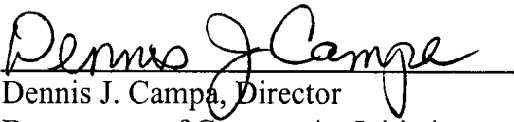
The City's contribution to the project will have no impact on the General Fund.

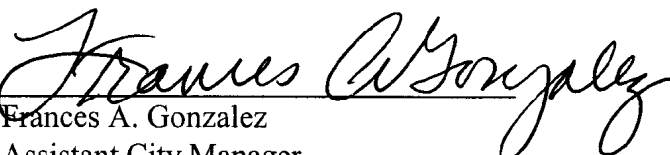
COORDINATION

The Department of Community Initiatives has coordinated activities with the Finance Department, City Attorney's Office, and the Alamo Area Council of Governments (AACOG)/Bexar Area Agency on Aging (BAAA).

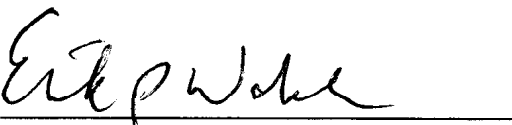
SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager



**ALAMO AREA COUNCIL OF GOVERNMENTS
BEXAR AREA AGENCY ON AGING**

SUBGRANTEE AGREEMENT

TERMS OF AGREEMENT

- I. _____, herein referred to as the Subgrantee, in coordination with Alamo Area Council of Governments' Bexar Area Agency on Aging (BAAA), hereby agrees to:
 - a. Provide services in accordance with the Department of Health and Human Services/Administration on Aging's:
 - i. Standard Terms and Conditions
 - ii. Assurances for Non-Construction Programs
 - iii. Reporting requirements.
 - b. Provide all of the agreed upon services as defined in the Evidence-Based Prevention Program grant application.
 - c. Accept reimbursement as defined in the revised budget.
 - d. Submit requests for payment with appropriate back up documentation as required by the BAAA.
 - e. Notify the BAAA immediately if, for any reason, the Subgrantee becomes unable to provide the services.
 - f. Establish a method to guarantee the confidentiality of records and other information relating to the client in accordance with applicable federal and state laws, rules and regulations.
 - g. Keep financial and supporting documents, statistical records and any other records pertinent to the services for a minimum of five years after termination of agreement.
 - h. Make available at reasonable times and periods those client records, books and supporting documents pertaining to services provided for the purposes of inspection, monitoring, auditing or evaluations by BAAA staff, the Comptroller General of the United States and the State of Texas, through any authorized representative.
 - i. Provide services as an independent provider, not agents of the BAAA. Alamo Area Council of Governments' Bexar Area Agency on Aging and the CITY acknowledge they are political subdivisions of the State of Texas and are subject to, and comply with the applicable provisions of the Texas Tort Claims Act, as set out in the Texas Civil Practice and Remedies Code, §101.001 *et seq.* and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties for accident, injury or death. This agreement will be interpreted according to the Constitution and laws of the State of Texas. Venue of any court action brought directly or indirectly by reason of this agreement shall be in Bexar County, Texas. This agreement is made and is to be performed in Bexar County, Texas and is governed by the laws of the State of Texas.

- j. Not solicit nor accept gifts or favors of monetary value by or on behalf of clients as a gift, reward or payment. Any contributions to defray the cost of service delivery given by or on behalf of a client are to be turned over to the BAAA.
- II. The Alamo Area Council of Governments, Bexar Area Agency on Aging agrees to:
- a. Provide regular and ongoing feedback on participants in relation to the grant.
 - b. Provide timely technical assistance to the Subgrantee as requested and as available.
 - c. Conduct on-site visits to ensure quality services are being provided and assure accountability.
 - d. Reimburse the Subgrantee within 60 days of receipt of proper request forms, contingent upon the BAAA receipt of grant funds.

For the faithful performance of the terms in this agreement, the parties affix their signature and bind themselves.

Authorized Subgrantee Signature

Dennis J. Campa

Typed or Printed Name

**City of San Antonio
Department of Community Initiatives**

Typed or Printed Agency Name

Al J. Notzon, III, Executive Director
Alamo Area Council of Governments

Effective Date of Agreement

METRO SAN ANTONIO COMPREHENSIVE NUTRITION PROGRAM 2003-2004

FUND AND PROJECT NO. 26-011068

10/01/03 - 09/30/04

Index ESTIMATED REVENUES

022913 GRANT - AACOG TITLE III
 023085 GRANT - AACOG -Prevention Project
 022954 PROG INCOME - Congregate Meals
 023002 PROG INCOME - Homebound Meals
 103549 Trf From 26-011066
 103556 Trf From Human Development Fund 29-024000

Total Estimated Revenues

ADOPTED FY2003-2004 BUDGET	REVISION 1 FY2003-2004 BUDGET	REVISED FY2003-2004 BUDGET
\$ 1,477,199.00	-	\$ 1,477,199.00
-	46,996.00	46,996.00
190,000.00	-	190,000.00
31,000.00	-	31,000.00
-	-	-
2,642,580.00	-	2,642,580.00
\$ 4,340,779.00	\$ 46,996.00	\$ 4,387,775.00

APPROPRIATIONS

Object Code

38-03-02 Senior Citizen Services

244970 Reg Salaries	01-010	16,380.00	-	16,380.00
245084 FICA	01-030	1,253.00	-	1,253.00
245373 Rental of Equipment	02-119	100.00	-	100.00
245381 Special Projects	02-160	1,000.00	-	1,000.00
245399 Bethel Neighborhood Council	02-160	28,844.00	-	28,844.00
245407 Christ the King Church	02-160	19,087.00	-	19,087.00
245415 Comanche/Aldersgate Church	02-160	89,062.00	-	89,062.00
245423 Ella Austin Community Center	02-160	77,434.00	-	77,434.00
245431 Holy Family Catholic Church	02-160	71,827.00	-	71,827.00
245449 Hope Ctr/Salvation Army	02-160	18,680.00	-	18,680.00
245456 Kenwood Community Center	02-160	44,231.00	-	44,231.00
245480 New Mt Pleasant Church	02-160	5,686.00	-	5,686.00
245498 Our Lady of Angels Church	02-160	66,903.00	-	66,903.00
245506 Our Lady of Guadalupe	02-160	34,078.00	-	34,078.00
245928 Our Lady of Sorrows Church	02-160	15,443.00	-	15,443.00
247791 Palacio Del Sol/MAUC	02-160	32,766.00	-	32,766.00
247833 Peacock Ctr/Salvation Army	02-160	39,714.00	-	39,714.00
247932 Presa Community Center	02-160	30,111.00	-	30,111.00
247965 Sacred Heart Catholic Church	02-160	48,036.00	-	48,036.00
248492 San Jose Mission	02-160	22,335.00	-	22,335.00
248500 San Juan De Los Lagos Church	02-160	19,726.00	-	19,726.00
248518 Somerset Senior Citizens	02-160	19,592.00	-	19,592.00
248617 St Agnes Catholic Church	02-160	32,544.00	-	32,544.00
248633 St Alphonsus Catholic Church	02-160	20,494.00	-	20,494.00
248641 St Anthony Catholic Church	02-160	56,325.00	-	56,325.00
250142 St James Housing Trust	02-160	37,243.00	-	37,243.00
250159 St Jude Catholic Church	02-160	48,480.00	-	48,480.00
250167 St Margaret Mary	02-160	49,544.00	-	49,544.00
250175 St Mary Magdalen's Church	02-160	38,729.00	-	38,729.00
250183 St Matthew's Catholic Church	02-160	19,363.00	-	19,363.00
250845 St. Paul	02-160	19,086.00	-	19,086.00
250852 St Timothy Catholic Church	02-160	35,708.00	-	35,708.00
250860 St Vincent De Paul	02-160	39,080.00	-	39,080.00
250894 Fees to Professional Services - Selrico	02-160	2,093,904.00	25,834.00	2,119,738.00
250969 Temporary Services	02-161	5,000.00	-	5,000.00
251009 Janitor Supplies	03-212	11,335.00	-	11,335.00
251017 Raw Food - CNP	03-216	1,000.00	-	1,000.00
251355 Raw Food - Homeless Meals GF	03-216	8,122.00	-	8,122.00
253286 Tools, Apparatus & Accessories	03-232	500.00	-	500.00
254508 Other Commodities	03-244	95,579.00	-	95,579.00
297754 Direct Welfare-Certificates	04-276	-	12,700.00	12,700.00
TOTAL SENIOR CITIZEN SERVICES		3,314,324.00	38,534.00	3,352,858.00

38-03-26 - Nutrition Project Administration

255588	Reg Salaries	01-010	341,393.00	-	341,393.00
255596	Language Skill Pay	01-019	2,500.00	-	2,500.00
255604	FICA	01-030	26,346.00	-	26,346.00
255612	TMRS	01-040	38,317.00	-	38,317.00
255620	Flex Benefits	01-050	73,620.00	-	73,620.00
255638	Life Insurance	01-051	494.00	-	494.00
255646	Workers Comp	01-060	12,000.00	-	12,000.00
255653	Personal Leave Buyback	01-072	10,000.00	-	10,000.00
255661	Communications-Phone	02-110	20,000.00	1,200.00	21,200.00
255687	Communications-Radio	02-111	100.00	-	100.00
255703	Pagers	02-112	700.00	-	700.00
255752	Mail	02-113	600.00	100.00	700.00
257683	Rental of Facilities	02-116	34,000.00	-	34,000.00
257709	Rental of Equipment	02-119	100.00	350.00	450.00
257717	Inter Fund Rent Of City - Mot	02-120	600.00	-	600.00
257733	Inter Fund Rent Of City - Rol	02-121	18,000.00	-	18,000.00
257758	Travel-Official	02-124	100.00	-	100.00
299503	Education	02-128	2,000.00	-	2,000.00
260851	Car Allowance	02-130	2,000.00	630.00	2,630.00
260869	Maint & Repair - Mach & Equip	02-142	2,000.00	-	2,000.00
260877	Maint & Repair - Auto	02-143	15,000.00	-	15,000.00
260885	Maint/Rep-Comm	02-144	500.00	-	500.00
260893	Fees to Prof Contractors	02-160	5,000.00	-	5,000.00
260901	Vehicle Management Fee	02-167	1,500.00	-	1,500.00
260919	ADP	02-172	7,000.00	1,100.00	8,100.00
261404	Advertising	02-175	500.00	-	500.00
261479	Membership Dues & Licenses	02-178	350.00	-	350.00
261495	Binding, Printing	02-181	3,000.00	200.00	3,200.00
261503	Subscriptions to Publications	02-187	500.00	-	500.00
261511	Office Supplies	03-210	4,000.00	300.00	4,300.00
261529	Janitor Supplies	03-212	100.00	-	100.00
270421	Motor Fuel	03-222	1,000.00	-	1,000.00
270587	Chemicals, Medical	03-228	200.00	-	200.00
270595	Tools, Appar, Access	03-232	100.00	-	100.00
271056	Maint/Repair Mat-Automotive	03-241	100.00	-	100.00
299271	Maint/Repair Mat-Mach. & Equip.	03-242	100.00	-	100.00
271072	Computer Software	03-243	-	-	-
271080	Liability, Hazard, Fid Insur	04-260	6,100.00	-	6,100.00
271106	Computer Equipment	05-360	-	-	-
271122	Furniture & Fixtures	05-375	-	-	-
TOTAL NUTRITION PROJECT ADMINISTRATION			629,920.00	3,880.00	633,800.00

38-03-31 CLAUDE BLACK MSC

271130	Reg Salaries	01-010	31,748.00	-	31,748.00
271148	Language Skill Pay	01-019	1,200.00	-	1,200.00
271155	FICA	01-030	2,521.00	-	2,521.00
271163	TMRS	01-040	1,739.00	-	1,739.00
271171	Flex Benefits	01-050	4,908.00	-	4,908.00
272971	Life Insurance	01-051	22.00	-	22.00
273524	Workers Comp	01-060	4,000.00	-	4,000.00
273532	Personal Leave Buyback	01-072	500.00	-	500.00
273540	Linen & Laundry Service	02-136	1,000.00	-	1,000.00
273557	Cleaning Services	02-140	100.00	-	100.00
273763	Maint & Rpr - Mach & Equip	02-142	1,000.00	-	1,000.00
273961	Motor Fuel	03-222	2,000.00	-	2,000.00
273979	Liability, Hazard, Fid Insur	04-260	3,300.00	-	3,300.00
TOTAL CLAUDE BLACK MSC			54,038.00	-	54,038.00

Attachment II

38-03-32 WESTEND MULTI-SERVICE CENTER

274001	Reg Salaries	01-010	31,756.00	-	31,756.00
274019	Language Skill Pay	01-019	600.00	-	600.00
274035	FICA	01-030	2,475.00	-	2,475.00
274043	TMRS	01-040	-	-	-
274860	Flex Benefits	01-050	-	-	-
274878	Life Insurance	01-051	-	-	-
274886	Workers Comp	01-060	4,000.00	-	4,000.00
275016	Personal Leave Buyback	01-072	-	-	-
275081	Communications-Radio	02-111	-	-	-
276162	Linen & Laundry Service	02-136	1,000.00	-	1,000.00
276659	Maint & Rpr - Bldgs & Impr	02-139	500.00	-	500.00
276667	Cleaning Services	02-140	100.00	-	100.00
276675	Maint & Rpr - Mach & Eq	02-142	1,000.00	-	1,000.00
276683	Alarm & Security Services	02-159	1,500.00	-	1,500.00
276691	Motor Fuel	03-222	2,000.00	-	2,000.00
276709	Liability, Hazard, Fid Insur	04-260	2,500.00	-	2,500.00
TOTAL WESTEND MSC			47,431.00	-	47,431.00

38-03-33 NUTRITION EDUCATION & OUTREACH

276717	Reg Salaries	01-010	42,039.00	3,665.00	45,704.00
276725	Language Skill Pay	01-019	600.00	-	600.00
276733	FICA	01-030	3,262.00	280.00	3,542.00
276741	TMRS	01-040	4,959.00	426.00	5,385.00
277731	Flex Benefits	01-050	9,816.00	205.00	10,021.00
278705	Life Insurance	01-051	64.00	5.00	69.00
279752	Workers Comp	01-060	2,000.00	1.00	2,001.00
279760	Personal Leave Buyback	01-072	1,000.00	-	1,000.00
279778	Car Allowance	02-130	3,000.00	-	3,000.00
279968	Liability, Hazard, Fid Insur	04-260	1,450.00	-	1,450.00
TOTAL NUTRITION EDUCATION & OUTREACH			68,190.00	4,582.00	72,772.00

38-03-50 HARLANDALE

279976	Reg Salaries	01-010	28,717.00	-	28,717.00
279992	FICA	01-030	2,197.00	-	2,197.00
280073	Linen & Laundry Services	02-136	100.00	-	100.00
280115	Cleaning Services	02-140	500.00	-	500.00
280123	Maint & Rpr - Mach & Equip	02-142	1,000.00	-	1,000.00
280156	Maint & Rep-Automotive	02-143	3,500.00	-	3,500.00
280214	Maint & Rep-Comm	02-144	500.00	-	500.00
280222	Vehicle Management Fee	02-167	100.00	-	100.00
280255	Motor Fuel and Lubricants	03-222	1,000.00	-	1,000.00
280271	Chemicals, Medical	03-228	100.00	-	100.00
280289	Tools, Appar, Access	03-232	300.00	-	300.00
280297	Maint/Repair Mat-Automotive	03-241	100.00	-	100.00
TOTAL HARLANDALE			38,114.00	-	38,114.00

38-03-51 EL CARMEN

280305	Reg Salaries	01-010	20,016.00	-	20,016.00
280404	FICA	01-030	1,531.00	-	1,531.00
280412	Rental of Facilities	02-116	6,000.00	-	6,000.00
280420	Inter-Fund City Rolling	02-121	3,000.00	-	3,000.00
280461	Car Allowance	02-130	700.00	-	700.00
281444	Cleaning Services	02-140	300.00	-	300.00
281451	Maint & Rep-Automotive	02-143	2,000.00	-	2,000.00
281469	Vehicle Management Fee	02-167	100.00	-	100.00
282103	Motor Fuel and Lubricants	03-222	1,000.00	-	1,000.00
282111	Chemicals, Medical	03-228	100.00	-	100.00
282129	Tools, Appar, Access	03-232	100.00	-	100.00
282244	Maint/Repair Mat-Automotive	03-241	100.00	-	100.00
282251	Maint/Repair Mat-Mach. & Equip.	03-242	100.00	-	100.00
TOTAL EL CARMEN			35,047.00	-	35,047.00

38-03-52 ST. BONAVENTURE

282780	Reg Salaries	01-010	26,265.00	-	26,265.00
283119	FICA	01-030	2,009.00	-	2,009.00
283457	Rental of Facilities	02-116	6,600.00	-	6,600.00
283465	Cleaning Services	02-140	400.00	-	400.00
283473	Motor Fuel and Lubricants	03-222	1,000.00	-	1,000.00
TOTAL ST. BONAVENTURE			36,274.00	-	36,274.00

38-03-53 ROLLING OAKS BAPTIST

284471	Reg Salaries	01-010	24,556.00	-	24,556.00
284489	FICA	01-030	1,879.00	-	1,879.00
284497	Rental of Facilities	02-116	6,000.00	-	6,000.00
284588	Car Allowance	02-130	200.00	-	200.00
584596	Cleaning Services	02-140	500.00	-	500.00
284802	Motor Fuel and Lubricants	03-222	1,000.00	-	1,000.00
TOTAL ROLLING OAKS BAPTIST			34,135.00	-	34,135.00

38-03-54 SOUTH SAN CIVIC CENTER

284885	Reg Salaries	01-010	30,942.00	-	30,942.00
284893	FICA	01-030	2,367.00	-	2,367.00
284935	Maint & Rep - Mach & Equip	02-142	500.00	-	500.00
295536	Motor Fuel and Lubricants	03-222	1,000.00	-	1,000.00
TOTAL SOUTH SAN CIVIC CENTER			34,809.00	-	34,809.00

38-03-56 HOPE OF GLORY

285544	Reg Salaries	01-010	16,928.00	-	16,928.00
285551	FICA	01-030	1,295.00	-	1,295.00
285569	Communication	02-110	100.00	-	100.00
285577	Rent of Facilities	02-116	6,000.00	-	6,000.00
285585	Car Allowance	02-130	100.00	-	100.00
285593	Maint & Rep - Mach & Equip	02-142	100.00	-	100.00
285601	Motor Fuel	03-222	1,000.00	-	1,000.00
TOTAL HOPE OF GLORY			25,523.00	-	25,523.00

38-03-57 ST ANDREWS

285619	Reg Salaries	01-010	15,768.00	-	15,768.00
285627	FICA	01-030	1,206.00	-	1,206.00
285635	Communication	02-110	100.00	-	100.00
289348	Rent of Facilities	02-116	4,800.00	-	4,800.00
289363	Maint & Rep - Mach & Equip	02-142	100.00	-	100.00
289371	Motor Fuel	03-222	1,000.00	-	1,000.00
TOTAL ST ANDREWS			22,974.00	-	22,974.00

TOTAL APPROPRIATIONS

\$ 4,340,779.00	\$ 46,996.00	\$ 4,387,775.00
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