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**CITY OF SAN ANTONIO
COMMUNITY INITIATIVES DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

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

SUBJECT: Acceptance of a grant from the Alamo Area Council of Governments for the Supportive Services for the Elderly Project

DATE: September 22, 2005

SUMMARY AND RECOMMENDATION

This ordinance authorizes the acceptance of a grant from the Alamo Area Council of Governments (AACOG) in the amount of \$275,250 for the continuation of the Supportive Services for the Elderly Project (SSEP) from October 1, 2005 through September 30, 2006. It authorizes execution of a grant contract, adopts a budget and approves a personnel complement, appropriates funds, authorizes allocation of the carry forward fund balance, and accepts supplemental funds, if awarded during the contract period.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The Senior Services Division has administered the SSEP since 1975. The program provides essential door-to-door, para-transit services to seniors, age 60 years and older, throughout Bexar County. In contrast, the VIA-Trans Program provides curb-to-curb transportation services to disabled individuals, regardless of age, living within VIA Metropolitan Transit's catchment area. SSEP transportation services are primarily used for vital medical appointments, as follows:

Regular medical appointments	55.7%
Kidney dialysis	42.8 %
Oncology & Rehabilitation appointments	1.2 %
Dental appointments	.3 %

The SSEP has a fleet of ten vehicles (Attachment A) including eight that are wheelchair lift-equipped. Vans are purchased with funds made available through AACOG, the Texas Department of Transportation (TxDOT), and the City's General Fund. During this fiscal year approximately 800 one-way trips were rescheduled due to drivers' illness and disability. Without increasing the total number of staff hours budgeted, SSEP proposes to add two part-time Chauffeur positions to provide for greater scheduling flexibility and coverage of vacancies due to illness, injury or vacation.

POLICY ANALYSIS

This ordinance addresses the core issue of providing a safety net of services and reflects a continuation of existing City policy to apply for and use grant funds for services to improve the quality of life of senior citizens of San Antonio and Bexar County and assist them to maintain independent living.

FISCAL IMPACT

Since 1975, the SSEP has received an annual grant from the Texas Department of Aging and Disability Services (DADS), formerly the Texas Department on Aging (TDOA). These funds are made available through AACOG, acting as the local area agency on aging. Federal funds to DADS are provided under Title III of the Older Americans Act of 1965, as amended. Historically, AACOG has provided an initial funding allocation at the beginning of the fiscal year and has then subsequently supplemented these allocations throughout the fiscal year, if additional funds became available. AACOG's initial grant allocation for FY 2005-2006 is \$275,250. The performance measures indicated below are based on initial funding levels. Any additional funding received during the fiscal year, with the exception of capital equipment funds, will be directed toward additional one-way trips. Any fund balance from the current budget will be carried forward and directed toward additional one-way trips. The General Fund match for this grant is \$140,987.

Funding & Performance History

FUNDING	Actual	Actual	Projected
	FY 03-04	FY 04-05	FY 05-06
Revenues:			
AACOG	\$275,250	\$275,250	\$275,250
General Fund	140,987	140,987	140,987
Program Income (donations)	7,400	* 9,039	5,600
Capital Outlay	18,117	0	0
Total Revenues	\$441,754	\$425,276	\$421,837
PERFORMANCE	Actual	Actual	Projected
	FY 03-04	FY 04-05	FY 05-06
Total One-Way Paratransit Trips	16,966	16,063	17,046
Unduplicated Participants	1,527	1,607	1,480
Cost Per One-Way Trip	\$ 24.97	\$ 26.48	\$ 24.75
Participant Satisfaction Rate	100%	99%	96%

*Projected Program Income for FY 04-05

Additional funding for FY 04-05 was due, in part, to the sale of a vehicle (\$4,240). Proceeds from this sale were directed towards additional one-way trips.

COORDINATION

The Department of Community Initiatives coordinated activities with the City Attorney's Office, the Finance Department, the Office of Budget & Management and the Purchasing & General Services Department.

SUPPLEMENTARY COMMENTS

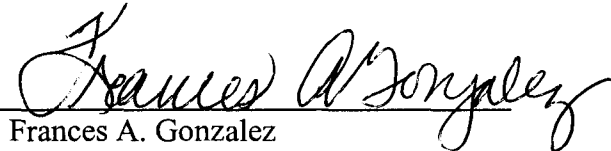
Provisions of the Ethics Ordinance do not apply.

Attachments:

- Attachment A - Supportive Services for the Elderly Project Vehicle Inventory



Dennis J. Campa, Director
Community Initiatives



Frances A. Gonzalez
Assistant City Manager



J. Rolando Bono
City Manager

**Supportive Services for the Elderly Project (SSEP)
Vehicle Inventory**

Year	Vehicle ID#	Wheelchair Positions	Current Mileage	Total Passenger Capacity	Funding Source
1998 Ford Van II (reserve)	3015	3	176,012	9	TxDOT
2003 Ford Van (reserve)	3019	N/A	18,165	15	AACOG
1994 Ford Van (reserve)	3045	N/A	251,074	10	COSA
2003 Ford Van II	3052	3	44,250	9	COSA
1996 Ford Van II (reserve)	3085	3	215,690	9	TxDOT
2003 Ford Van II	3092	3	47,453	9	COSA
2002 Ford Van II	3102	3	94,009	9	COSA
2002 Ford Van II	3117	3	95,719	9	COSA
2002 Ford Van II	3118	3	85,775	9	COSA
2002 Ford Van II	3119	3	104,222	9	COSA

SSEP's fleet of ten vehicles includes eight, which are wheelchair lift-equipped. Six vehicles are used on a daily basis. Four are held in reserve for use when primary vehicles are scheduled for maintenance or in case of vehicle breakdown.

AN ORDINANCE

AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE ALAMO AREA COUNCIL OF GOVERNMENTS (AACOG) IN THE AMOUNT OF \$275,250.00 FOR THE CONTINUATION OF THE SUPPORTIVE SERVICES FOR THE ELDERLY PROJECT (SSEP) FROM OCTOBER 1, 2005 THROUGH SEPTEMBER 30, 2006; AUTHORIZING THE EXECUTION OF A GRANT CONTRACT IN CONNECTION THEREWITH; ADOPTING A BUDGET; APPROVING A PERSONNEL COMPLEMENT; APPROPRIATING FUNDS; AUTHORIZING THE ALLOCATION OF CARRY FORWARD FUND BALANCE; AND ACCEPTING SUPPLEMENTAL FUNDS, IF AWARDED DURING THE CONTRACT PERIOD.

* * * * *

WHEREAS, the City has been operating the Supportive Services for the Elderly Project (SSEP) since 1975, with federal funds appropriated by Congress under Title III-B of the Older American Act of 1965; and

WHEREAS, grants of said funds are awarded by the US Department of Health and Human Services, Administration on Aging (AoA) through the Texas Department of Aging and Disability Services (DADS); and

WHEREAS, the Alamo Area Council of Governments (AACOG) acts as the local Area Agency on Aging; and

WHEREAS, AACOG has notified the City that grant funds are available to the City to fund said Project beginning October 1, 2005 and ending September 30, 2006; and

WHEREAS, the Supportive Services for the Elderly Project (SSEP) provides essential transportation services to seniors in the City of San Antonio and Bexar County, primarily for vital medical appointments; and

WHEREAS, operational responsibility for the Project is assigned to the Department of Community Initiatives, Senior Services Division; and

WHEREAS, to continue operation of said Project it is now necessary to authorize the acceptance of these grant funds; adopt a budget and approve a personnel complement for FY 2005-2006; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO

SECTION 1. The City Manager, his designee, or Director of the Department of Community Initiatives, is authorized to accept a grant from the Alamo Area Council of Governments (AACOG) in the amount of \$275,250.00 for transportation services provided by the Supportive Services for the Elderly Project (SSEP), administered by the Department of Community Initiatives, Senior Services Division. The grant award letter is attached hereto and incorporated herein for all purposes as Attachment I.

SECTION 2. The City Manager, his designee, or Director of the Department of Community Initiatives, is authorized to execute a contract and all necessary documents for transportation services provided by the Supportive Services for the Elderly Project (SSEP) for the period October 1, 2005 through September 30, 2006. The contract in substantially final form is attached hereto and incorporated herein for all purposes as Attachment II.

SECTION 3. Fund No. 26-011000, Internal Order No. 138000000391, entitled "Supportive Services for the Elderly Program 2005-2006" is designated for recording of fiscal transactions of the Supportive Services for the Elderly Project (SSEP) for Fiscal Year 2005-2006, and the budget, attached hereto and incorporated herein for all purposes as Attachment III is adopted.

SECTION 4. The budget from said Project is authorized to be supplemented and revised by any remaining unexpended funds at program year-end from Project No. 26-011071 entitled, "Supportive Services for the Elderly Program 2004-2005" and is authorized for carry forward into Project No. 26-011000 entitled, "Supportive Services for the Elderly Program for Fiscal Year 2005-2006". Supplemental funds, if awarded during the contract period, including the extension thereof, are authorized to be accepted and incorporated in the budget as authorized by the granting agency.

SECTION 5. Funds in the amount of \$421,837.00 are appropriated in the above-designated fund for expenditure in connection with the SSEP. The amount includes contributions to this project from the City's General Fund, which are authorized to be paid to the above fund for use in connection with the SSEP for the period of October 1, 2005 through September 30, 2006.

SECTION 6. The personnel complement attached hereto and incorporated herein for all purposes as Attachment IV, is approved.

SECTION 7. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager, an Assistant City Manager or an Assistant to the City Manager, may correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP internal orders and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 8. This ordinance shall become effective on and after October 2, 2005.

PASSED AND APPROVED this _____ day of _____ 2005.

M A Y O R

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

City Attorney



August 30, 2005

Laura Cisneros
City of San Antonio
700S. Zazamora, #250
San Antonio, TX 78207

Dear Ms. Cisneros:

The Alamo Area Council of Governments/Bexar Area Agency on Aging (AACOG/BAAA) will start the third year of the planning cycle in October and plans to issue an FY 2006 Service Delivery Agreement to the City of San Antonio for nutrition and transportation. The terms of this agreement shall be for the period of October 1, 2005 through September 30, 2006 and shall be incorporated as an integral part of the complete contract for service delivery between the AACOG/BAAA and the City of San Antonio. Proposed allocations for the provisional contracts are based upon the FY 2005 planning figures from the Texas Department of Aging and Disability Services at the most recently negotiated unit rates. For the City of San Antonio, provisional allocations approved by the AACOG Board of Directors was a total of \$1,076,283 for congregate nutrition with an anticipated Nutrition Supplemental Income Program (NSIP) amount of \$589,959, \$5,000 for Home Delivered Meals, and \$275,250 in transportation, for a total amount of \$1,946,492. The FY 2006 contracts will be based upon actual funds received through Notice of Funds Available from the Texas Department of Aging and Disability Services and may differ from these provisional amounts.

In addition, the AACOG/BAAA will begin the third year of the Administration on Aging Evidence-based Disease Prevention Grant and plans to issue an FY 2006 agreement to the City of San Antonio for nutrition services. The terms of this agreement shall also be for the period of October 1, 2005 through September 30, 2006. Proposed allocations are based upon the FY 2005 AoA grant award, and for the City of San Antonio totals \$36,174. The FY 2006 allocation will be based upon actual funds awarded by the Administration on Aging and may differ from this amount.

If you have any questions, please feel free to contact Ms. Gale Murden, 210-362-5207, at your convenience.

Regionally yours,

Al J. Norton III
Executive Director

ALAMO AREA COUNCIL OF GOVERNMENTS

BEXAR AREA AGENCY ON AGING

CONTRACT FOR

OLDER AMERICANS ACT PROGRAM

STATE OF TEXAS

COUNTY OF BEXAR

I. AUTHORITY TO CONTRACT

The authority on which this contract is based derives from the Older Americans Act of 1965, as amended, and its regulations; HHS regulations on Administration of Grants; Title 45 CFR, Part 74; Title 45 CFR, Part 92; Title 45 CFR Part 1321, et seq.; Title 45 CFR, Part 91; the Uniform Grant Management standards (UGMS), Governor's Office of Budget and Planning, January 2001; and all Texas Department on Aging Policies and Rules as published in the Texas Administrative Code (TAC) under Chapter 251 et seq. (Title 40 Part IX, Texas Administrative Code); and, all state and local laws as pertains to this contract and its attachments.

II. CONTRACTING PARTIES AND EXECUTION DATE

This contract and agreement is made and entered into on this 1st day of October, 2005 by and between the Alamo Area Council of Governments, hereinafter referred to as AACOG, and the City of San Antonio, hereinafter referred to as **CONTRACTOR**. Whereas the State of Texas, acting through the Texas Department on Aging, has designated the Alamo Area Council of Governments to act as the area agency on aging, to be known as the Bexar Area Agency on Aging (AAA); and whereas the AAA is the designated authority under the Older Americans Act to administer Title III funds, the AACOG and the CONTRACTOR hereto have severally and collectively agreed and by execution hereof are bound to the mutual obligations set forth herein and to performance and accomplishment of the tasks hereinafter described.

III. CONTRACT PERIOD

This agreement will become binding on the date of the signature by both parties. Notwithstanding this date, the term of the agreement will begin on October 1, 2005, and end on September 30, 2006.

IV. CONTRACT EXTENSIONS

The parties to this contract may, by mutual agreement and upon notification of cogent reasons, extend this contract for a specified period. Any extension must be in writing, with specific reference to this contract, and shall be subject to all of the terms and conditions of this contract and made a part thereof for all purposes.

V. AMENDMENTS TO THE CONTRACT

This agreement may be amended in writing upon mutual agreement by both parties or when dictated by implementation of laws and rules becoming effective within the contract period as pertains to the scope of this contract and its attachments. Amendment to this contract is also made upon submission to, and approval by the AACOG of an amended TDoA Budget Document.

VI. SCOPE OF SERVICES

The CONTRACTOR agrees to provide the services set out in attachment "A", Service Delivery Summary, a copy of which is attached hereto and made a part hereof for all purposes. The last approved budget, whether original or amended, shall be deemed applicable to this contract from the date of approval. Upon approval of any subsequent budget, a copy shall be attached hereto and made a part hereof for all purposes.

The CONTRACTOR shall meet all performance measures contained in the last approved budget, whether original or amended. Approval by AACOG and TDoA of all performance measures shall be based on the projected success of TDoA in meeting the performance measures contained in the General Appropriations Act for the 2005 – 2006 Biennium, Article II, Section 1, relating to the TDoA.

VII. FUNDING OBLIGATIONS

The CONTRACTOR acknowledges that the AACOG obligation hereunder for payment, in consideration of full and satisfactory performance of activities described in this contract, is limited to monies received from the Administration on Aging (AoA), the State of Texas, Texas Department on Aging and any other originating funding source.

The CONTRACTOR understands that it must have, in conjunction with available provider resources, sufficient financial solvency to sustain ninety (90) days of contract performance pending receipt of a Notification of Grant Award (NGA) by the TDoA and issuance of a Notification Funds Available (NFA) from TDoA to the AACOG and issuance of a Notification of Funds Available (NFA) from the AACOG to said CONTRACTOR.

In the event the AACOG is notified by the TDoA that sufficient funds will not be available to fulfill this contract, the CONTRACTOR shall be notified within ten (10) working days of the need to amend this contract, in accordance with Article V, or to terminate this contract, in accordance with Article XVIII.

The AACOG shall not be liable to the CONTRACTOR for costs incurred or performance rendered unless such costs and performances are strictly in accordance with the terms of this contract, including but not limited to, terms governing the CONTRACTOR's promised performance and unit rates and/or reimbursement capitations specified.

The AACOG shall not be liable to the CONTRACTOR for any expenditures which are not allowable costs as defined in the rules and regulations, Federal Register Vol. 55, # 63, and Code of Federal Regulations Title 45, Part 74, as of October 1, 1990, or which expenditures have not been made in accordance with the fiscal guidelines and requirements outlined by the TDoA.

The AACOG shall not be liable to the CONTRACTOR for expenditures made in violation of regulations promulgated under the Older Americans Act (OAA) of 1965, as amended, or in violation of the TDoA rules, Uniform Grant Management Standards or this agreement.

VIII. COMPENSATION

The AACOG agrees to make payment to the CONTRACTOR in the amounts and upon the terms and provisions as set forth in the CONTRACTOR's Budget, Service Delivery Summary, any and all Attachments to this contract, and the CONTRACTOR agrees to accept such payments as full compensation for services performed hereunder. All payments shall be based on the performance information reported in the AACOG prescribed form.

The AACOG will pay the CONTRACTOR on a reimbursement basis for services rendered for all services provided. The CONTRACTOR may subcontract or vendor purchase services under an "at risk" unit rate or reimbursement methodology, in accordance with the rules and program instructions of the TDoA. Reimbursement, using Title III and other TDoA funds, for services provided by the CONTRACTOR, shall not exceed the available Title III and other TDoA funds awarded by TDoA and shown in the approved budget.

The AACOG will pay the CONTRACTOR, on a fixed unit rate basis, for those services provided for which a *FY 2005 Service Delivery Summary* is issued. Copies of all *FY 2005 Service Delivery Summaries* shall be completed prior to the effective date of this contract and made a part of this contract for all intents and purposes, and the CONTRACTOR agrees to accept an amount equal to the AACOG service units times the fixed unit rate stated in the *FY 2005 Service Delivery Summary*, as full compensation for services provided hereunder for the period specified in the agreement (s) and not to exceed the total amount of funding authorized in the agreement (s).

The CONTRACTOR agrees to deliver fixed unit rate services provided on an "at risk" basis. "At risk" is defined as a requirement that the CONTRACTOR is responsible for the delivery of service units at the unit rate stated in the *FY2005 Service Delivery Summary (Attachment "A")* and, that if the cost per unit exceeds the agreed upon rate during the terms of the agreement (s), the CONTRACTOR shall be responsible for other resources to cover any shortage of funding that may be incurred.

IX. PAYMENT METHODOLOGY

The AACOG has no obligation to remit funds under the terms of this contract, for services provided on a reimbursement basis under a FY 2005 Service Delivery Summary, as defined in Section VIII, COMPENSATION, until the CONTRACTOR has provided or secured the provision of the service and reported such provision in the prescribed form. In the absence of written agreement to the contrary, funds will be remitted by AACOG to the CONTRACTOR subject to the appropriate administrative procedures and contingent upon receipt of funds by AACOG from the Administration on Aging, State of Texas, TDoA and/or other funding source.

The CONTRACTOR shall submit reports of eligible units of service and actual allowable expenses to the AACOG and TDoA in the frequency and in such manner, using any and all prescribed forms, as may be required by the AACOG or the TDoA.

Final payment, whether at the completion of the contract period or in the event of early contract termination, shall be based on the information contained in the reimbursement system 60 days following termination of this contract.

X. REPORTING REQUIREMENTS

The CONTRACTOR agrees to submit the fiscal and programmatic reports as outlined in the TDoA Policies & Procedures Manuals in accordance with the report due dates established by the TDoA and AACOG. All reports shall be due for the preceding month as a precondition for payment under this contract in any given month. The CONTRACTOR agrees to maintain fiscal records and submit requests for reimbursement in conformity with the procedures established by the AACOG. All fiscal and program reports shall continue to be due throughout the entire contract period even though no additional services may be reimbursable under this contract.

A final AACOG Form: Subcontractors Request for Reimbursement for FY2005 for the complete fiscal year shall be due in accordance with the date established by the AACOG, with not less than 45 days advance notice to CONTRACTOR, but under no circumstances later than October 31 following the fiscal year ended on the prior September 30.

Inspections required by either federal or state law, such as health department, fire department, and department of motor vehicles, will be completed as needed and forwarded to AACOG Bexar Area Agency on Aging within five days of receipt.

XI. MATCH REQUIREMENTS

CONTRACTOR shall provide a minimum match for service activities, as required by the Older Americans Act (OAA) of 1965, as amended, and shall assure total match for services is sufficient to meet the requirements of the OAA of 1965, as amended, and applicable agency rules published in the Texas Administrative Code.

Match shall be cash except where specific in-kind and/or third party contributions have been approved by the AACOG. All match contributions shall be expended for goods and services necessary for and specifically identifiable to the approved Area Plan.

Match shall conform to the OAA regulations, Administration of Grants, Title 45 Part 74 and TDoA standards as published in the Texas Administrative Code (TAC).

XII. PROGRAM INCOME

CONTRACTOR shall use all program income and participant contributions collected under the approved Area Plan to further eligible program outcomes. Program income and participant contributions shall be spent to achieve or expand the goals of their contract and the AAA's mission. All program income and participant contributions collected and expended shall be documented and managed according to Texas Department on Aging published rules. Program income may not be used as Match.

Program income received as contributions will be accounted for and deposited in accordance with the written policies and procedures established by the CONTRACTOR in accordance with the TAC. Program income collected by service vendors shall be handled in accordance with procedures established by TDoA.

Program income collected by service vendors shall consist only of those funds specifically provided by, or on behalf of, a program participant and directly attributable to the service provided.

XIII. CONTRIBUTION POLICY

The CONTRACTOR shall provide a voluntary opportunity for eligible participants to contribute to the cost of services while protecting the individual's privacy. The CONTRACTOR shall safeguard and account for such contributions, and use such contributions to expand services.

The CONTRACTOR must post a sign, which identifies the full cost of the service, the suggested eligible participant contribution, and a statement that services shall not be denied because the eligible participant cannot or will not contribute.

XIV. MAINTENANCE OF RECORDS

The CONTRACTOR shall retain all financial records, supporting documents, statistical records, and all other records relating to its performance hereunder in accordance with the Texas Administrative Code. The CONTRACTOR shall use any and all standard forms promulgated by the AACOG. Use of said forms shall not be *required* in less than 30 days following issuance of the form, but earlier use is encouraged. The CONTRACTOR shall require the use of all such forms for all subcontractors and/or vendors, as applicable.

All of the aforesaid records shall be made available, with reasonable notice, on the program site, and shall be maintained for at least five (5) years after the termination of this agreement, or indefinitely if audit findings or other disputes or litigation relating to

this agreement have not been resolved. Multi-site CONTRACTORS may maintain all records at a designated central location (administrative headquarters, etc.) for purposes of this section.

The contractor will maintain an inventory of capital equipment purchased with Title III funds.

XV. ACCESSIBILITY OF RECORDS

The CONTRACTOR shall give AACOG, the TDoA, the AoA, the Comptroller General of the United States, and the State of Texas, through any authorized representatives, the access to and right to examine all records, books, papers, contracts, or other documents related to this contract. Such right of access shall continue as long as such records, or any of them, are in existence, but shall not be less than five (5) years following the end of this contract term or the resolution of any disputes arising thereunder, whichever is later. The CONTRACTOR shall include the substance of this provision in all subcontracts.

XVI. MONITORING

The AACOG shall conduct both program and financial on-site monitoring of subcontractors to ensure compliance with established policies and regulations in accordance with the TDoA rules.

XVII. AUDIT REQUIREMENTS

The AACOG will require submission of an audit by the CONTRACTOR in the event that State and Federal Funds awarded are greater than \$300,000.00. Each contractor shall certify by September 30, whether the State and Federal Funds awarded exceed \$300,000.

The CONTRACTOR shall provide and furnish the AACOG an annual audit by an independent certified public accounting firm within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit. Unless restricted by law or regulation, the CONTRACTOR shall make copies available for public inspection. The audit must cover the entire organization and be conducted in accordance with generally accepted auditing standards. Audits performed under this Section are subject to review and resolution by the TDoA or its authorized representative.

The CONTRACTOR must provide an audit in accordance with the standards for financial and compliance audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office; the Single Audit Act of 1984; OMB Circular A-133 Audits of States, Local Governments, and Nonprofit Organizations; and, the Uniform Grant and Contract Management Standards (UGCMS).

The CONTRACTOR understands and agrees that the CONTRACTOR shall be liable to the AACOG for any costs disallowed as a result of unresolved questioned costs revealed during the audit. All aging program questioned costs must be resolved within one

hundred eighty (180) days following receipt of CONTRACTOR's audit by AACOG or disallowance of questioned costs shall be established and the CONTRACTOR shall be liable to the AACOG for such disallowed costs.

The CONTRACTOR shall have a right to appeal any such disallowed costs in accordance with 40 TAC 254.15, Appeal Procedures for Area Agency on Aging CONTRACTORS.

XVIII. INDIRECT COSTS ALLOCATION PLANS

The CONTRACTOR shall have an Indirect Costs Allocation Plan approved in accordance with the Uniform Grant and Contract management Standards (UGCMS). Documentation of compliance with the above must be submitted to the AACOG for any period covered under this contract.

XIX. PAYMENT SUSPENSION AND CONTRACT TERMINATION

In the event monitoring/evaluation activities by the AACOG Bexar Area Agency on Aging or its agents, disclose serious deficiencies in the operation of CONTRACTOR or its subcontractors supported under provisions of this contract, the AACOG shall issue sanctions and/or penalties in accordance with 40 TAC 254.13.

The AACOG may elect to terminate this contract upon ten (10) days written notice from the AACOG to the CONTRACTOR. The CONTRACTOR, upon notification of termination, shall have the right to appeal such termination following procedures outlined in the AACOG written policies and/or 40 TAC 254.15, as applicable.

This contract may be terminated upon the occurrence of any of the following events:

- a. Discontinuance of funding to the AACOG from the Texas Department on Aging, or
- b. Failure of the CONTRACTOR to comply with any or all of the terms and conditions of this contract and any attachments thereto, in accordance with the sanctions and penalties process outlined in 40 TAC 254.13; or
- c. Mutual agreement between the AACOG and the CONTRACTOR.

In the event of termination, final billings for units of services delivered pursuant to the contract will be submitted to the AACOG within fifteen calendar days from date of termination by the CONTRACTOR, but it is understood that no units delivered after the termination date will be reimbursed.

In the event this contract is terminated, as provided above, the AACOG may require the CONTRACTOR to transfer title and deliver to the AACOG or to another authorized CONTRACTOR any property acquired by Federal or State funds or assigned to the CONTRACTOR by the AACOG for the purpose of this contract.

Property having a current value, at the time of termination, of less than \$500 may be disposed of in any manner by the CONTRACTOR and no recovery shall be made by the

AACOG. The AACOG shall provide instructions to the CONTRACTOR regarding disposition of all property having a current value, at the time of termination, of \$500 or more within fifteen (15) days following notice of termination.

XX. RECAPTURE OF PAYMENTS

If the CONTRACTOR has failed to comply with the terms of this contract, which governs the use of monies appropriated under this contract, or if the CONTRACTOR has received funds in excess of those actually earned, AACOG may take appropriate action including the recapture of payment and/or withholding of funds.

XXI. ASSURANCES (Attachment "C")

The CONTRACTOR hereby provides all assurances required by law as set forth in this contract and the approved AACOG FY 2004 – 2006 Area Plan. All assurances are hereby incorporated by reference into this contract for all purposes.

All assurances shall be made using due diligence to ensure that reasonable steps have been taken to meet the criteria or standard stated within each assurance. The CONTRACTOR shall be responsible only to the degree that a prudent person would be if due diligence was exercised in this matter. Failure to comply with an assurance shall subject the CONTRACTOR to penalties or other action, including disallowance of funds.

XXII. LIABILITY TO THIRD PARTIES

The AACOG 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.

The CONTRACTOR shall give the AACOG or its representative immediate notice of any suit or actions filed, or prompt notice of any claim made against the CONTRACTOR arising out of the performance of this contract.

The CONTRACTOR shall furnish immediately to the AACOG copies of all pertinent papers received by the CONTRACTOR in connection with any such suit, action or claim. The AACOG shall have the option to intervene in such actions to represent the AACOG's or TDoA's interest.

XXIII. CODE OF CONDUCT

The CONTRACTOR shall maintain a written code or standards of conduct which shall govern the performance of its officers, employees or agents engaged in the award and administration of this contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: the employee, officer or agent; any member of his immediate family; his/her partner; or an organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

The CONTRACTOR's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value for any purpose that is or gives appearance of being motivated by a desire for private gain or favorable treatment for themselves or others, particularly those with whom they have family, business, or other personal ties.

No officer or member of the CONTRACTOR and no other public official or officer or member of the Board of the CONTRACTOR who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affects his personal or pecuniary interest, direct or indirect, in the Contract or the proceeds thereof.

XXIV. NOTIFICATION OF CHANGES

The contractor agrees to notify AACOG Bexar Area Agency on Aging in writing of any change in the manner in which services are provided or any interruption of services within one business day of the time the change occurs or the decision for change is made, whichever comes first. This includes, but is not limited to, changes in the location where services are provided, changes in the hours of service or days of the week services are provided, and changes caused by natural disaster, mechanical or structural failure or problems, changes due to decreased use of services, changes due to decision of property owner or landlord, a corporate decision, or other event.

The contractor agrees to notify AACOG Bexar Area Agency on Aging in writing of any changes in key personnel to include but not limited to administration, business office staff, and program management staff as well as any other program staff member whose absence or change in position causes a change or potential disruption of services.

The contractor agrees to notify AACOG Bexar Area Agency on Aging in writing of all scheduled holidays no later than January 31st of each calendar year.

The contractor agrees to notify the AAA in writing of any change in the location of capital equipment purchased with Title III funds.

XXV. FORCE MAJEURE

To the extent that either party to this contract shall be wholly or partially prevented from the performance within the terms of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, invasion, insurrection, accident, order of court, judge or civil authority, an act of God or any cause reasonably beyond the party's control and not attributable to its neglect, that in such event the time for the performance of such obligations or duty shall be suspended until such disability to perform is removed.

XXVI. CONTRACT NOTICES

Any notice required to be given pursuant to the provisions of this contract shall be sent by certified mail, postage prepaid, to the addresses of the parties hereto as set out below until due notice has been given of a change of address.

Al J. Notzon, III, Executive Director
Organization Official

Contracting Coordinator
Organization Official

Alamo Area Council of Governments
Agency

City of San Antonio/DCI
Agency / Organization

8700 Tesoro Drive , Suite 700
Address

115 Plaza de Armas, Suite 210
Address

San Antonio, TX 78217
City, State, Zip

San Antonio, Texas 78205
City, State, Zip

XXVII. POLITICAL ACTIVITY

No funds provided under this Agreement may be used in any way to attempt to influence in any manner a member of Congress to favor or oppose any legislation or appropriation by Congress, or for lobbying with State or local legislators. The CONTRACTOR, if a recipient of Federal assistance exceeding \$100,000 through the AACOG, will comply with section 319, Public Law 101-121 (31 U.S.C. 1352).

XXVIII. SECTARIAN INVOLVEMENT

CONTRACTOR shall ensure that no funds under this contract are used, either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

XXIX. RIGHT TO APPEAL

Any applicant to provide services whose application or area plan is denied or whose contract is terminated or not renewed (except as provided in 45 CFR Part 74, Subpart M) has a right to appeal such action. Applicant must give notice of appeal to the TDoA and

AACOG within 10 days after it receives the AACOG's action letter. Appeals Procedures published by the TDoA, 40 TAC, 254.15, et. Seq. will be used as the appeals process.

XXX. INDEPENDENT CONTRACTOR

In performance of obligations under this contract, the CONTRACTOR shall act as an independent CONTRACTOR and not as an agent, representative or employee of the AACOG. No employee, agent, or representative of the CONTRACTOR shall be considered an employee of the AACOG nor be eligible for any benefits, rights or privileges afforded to the AACOG employees.

XXXI. ORAL AND WRITTEN AGREEMENT

All oral or written agreements made prior to this contract have been reduced to writing and are contained herein by the execution of this contract including any proposals submitted by CONTRACTOR. CONTRACTOR evidences its understanding and agrees that any prior agreement is terminated as of the effective date of this contract. Both parties agree that the AACOG shall not be liable for any costs incurred by CONTRACTOR except to the extent provided in this contract. When 45 CFR, or its appendices, provide that a cost is allowable only when authorized in writing, prior written approval from the AACOG must be obtained.

XXXII. SEVERABILITY

The invalidity or unenforceability of any provision of this Contract will not affect the validity or enforceability of any other provision of this contract.

XXXIII. APPLICATION OF LAW & VENUE

This contract is governed by and shall be construed in accordance with the laws of the State of Texas. All claims against the AACOG and TDoA by the CONTRACTOR seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief, arising under or relating to the contract shall be filed in Bexar County, Texas.

XXXIV. TARGETING

CONTRACTOR shall, in accordance with the Older Americans Act of 1965, as amended, Section 306 (a) (5) (B), assure it will use reasonable outreach efforts to identify individuals eligible for assistance under this contract, with special emphasis on: (1) older individuals residing in rural areas; (2) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas); (3) older individuals who have greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas); (4) older individuals with severe disabilities; (5) older individuals with limited English- speaking ability; and, (6) older individuals with Alzheimer's Disease or related disorder with neurological and organic brain dysfunction and the caretakers of such individuals.

XXXV. AREA PLAN

The CONTRACTOR shall meet all requirements of the Area Plan and shall comply with Section 306 of the Older Americans Act of 1965, as amended.

XXXVI. ACCEPTANCE OF CONTRACT

I the undersigned, certify that I have read and understand the terms of this contract and that this agency will abide by them. I further certify that I am authorized to sign for this CONTRACTOR agency.

FOR THE CONTRACTOR:

DENNIS J. CAMPA
DIRECTOR, DCI

Typed Name and Title of Authorized Official

Signature of Official

CITY OF SAN ANTONIO/DCI

Agency/Organization

Date

FOR THE COUNCIL OF GOVERNMENTS:

Al J. Notzon, III, Executive Director
Typed Name and Title of AACOG Representative

Signature of Official

Alamo Area Council of Governments

Date

ATTACHMENT C

ASSURANCES

- I. Compliance with Requirements
- II. General Administrative and Fiscal Requirements
- III. Safeguarding Confidential Information
- IV. Standards for Fire, Health, Safety, Sanitation and Other Standards
- V. Insurance Coverage
- VI. Participant Grievances Procedures
- VII. Equal Employment Opportunity
 - a. Americans With Disabilities Act of 1990
 - b. Section 504 of the Rehabilitation Act of 1973
 - c. Title VI of the Civil Rights Act of 1964
 - d. Age Discrimination in Employment Act of 1967
- VIII. Drug Free Workplace
- IX. Outreach
- X. Grant Purchased Equipment
- XI. Maintenance of Non-Federal Support for Services
- XII. Training Requirements
- XIII. Coordination Requirements
- XIV. Coordination of Service Delivery
- XV. Emergency Management
- XVI. Taxes
- XVII. Debarment and Suspension
- XVIII. Personnel
- XIX. Provision of Services
 - a. Eligibility
 - b. Residency
 - c. Coordination and Maximum Utilization of Services
 - d. Prohibition of Means Test for Services
 - e. Legal Assistance Services Attorney-Client Privilege

ASSURANCES

The CONTRACTOR shall maintain proper documentation to substantiate all of the assurance items set out below. Such documentation will be subject to review for adequacy and completeness. Failure to maintain the appropriate and necessary documentation shall be grounds for sanctions and/or penalties, in accordance with 40 TAC 254.13, pursuant to the provisions of Paragraph XVII of the contract.

I. Compliance with Requirements

The CONTRACTOR agrees to administer the program in accordance with the Older Americans Act (OAA) and all applicable regulations, policies and procedures established by the Texas Department on Aging (TDoA), the Administration on Aging (AoA), and the Secretary of Health and Human Services.

II. General Administrative and Fiscal Requirements

The CONTRACTOR shall adhere to uniform administrative requirements and cost principles which are in compliance with relevant provisions of OMB Circulars A-87, A-102, as revised, and A-128, or OMB Circulars A-110, A-122, and A-133, as applicable; 45 CFR, Part 74; 45 CFR, Part 92; and other OMB Circulars, except where these provisions are superseded by statute.

III. Safeguarding Confidential Information

The CONTRACTOR shall implement such regulations, standards, and procedures as are necessary to meet the requirements on safeguarding confidential information under relevant program regulations.

IV. Standards for Fire, Health, Safety, Sanitation and Other Standards

The CONTRACTOR providing services under this contract shall operate fully in conformance with all federal, state and local fire, health, safety, sanitation, and other standards prescribed in law or regulations. Such requirement shall also be passed to all subcontractors and subgrantees in the fulfillment of this contract. The CONTRACTOR assures that where the state or local jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed.

V. Insurance Coverage

The CONTRACTOR will maintain fire and casualty, worker's compensation, fidelity bond, and general liability insurance in amounts prescribed in statute or regulation, as applicable.

VI. Participant Grievance Procedures

The CONTRACTOR shall establish written procedures through which participants can communicate aspects of the service which impact negatively upon them. All procedures shall be in accordance with 40 TAC 254.19.

VII. Equal Employment Opportunity

a. *Americans With Disabilities Act of 1990*

The CONTRACTOR shall comply with the requirements established under the Americans with Disabilities Act in meeting statutory deadlines established under the Act as they pertain to operations for employment, public accommodations, transportation, state and local government operations and telecommunications.

b. *Section 504 of the Rehabilitation Act of 1973*

The CONTRACTOR shall provide that each program activity, when viewed in its entirety is readily accessible to and usable by persons with disabilities in keeping with 45 CFR, Part 84.11, et. seq., and as provided for in Section 504 of the Rehabilitation Act of 1974, as amended. When structural changes are required, these changes shall be in keeping with 45 CFR, Part 74.

c. *Title VI of the Civil Rights Act of 1964*

The CONTRACTOR shall ensure that benefits and services available under this contract are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964, as amended.

d. *Age Discrimination in Employment Act of 1967*

The CONTRACTOR shall comply with Age Discrimination in Employment Act of 1967. (29 USC 621, et. seq.)

VIII. Drug Free Workplace

The CONTRACTOR shall comply with the Drug-Free Workplace Act of 1988 and/or Texas Senate Bill 1 – 1991, as applicable.

IX. Outreach

The CONTRACTOR shall ensure that outreach efforts identify individuals eligible for assistance and inform them of available services under the Older Americans Act, with preference given to providing services to rural elderly older individuals (with particular attention to low-income minority individuals), older individuals who have greatest social need (with particular attention to low income minority individuals), and older individuals with severe disabilities, and inform such individuals of the availability of such assistance.

X. Grant Purchased Equipment

The CONTRACTOR shall ensure that all equipment purchases made utilizing grant funds complies with applicable laws and regulations with special attention to 45 CFR 92.

Equipment may be assigned to CONTRACTOR for use in connection with this contract. Title to the real and personal property shall vest in the CONTRACTOR subject to the condition that the CONTRACTOR shall use the property for the authorized purpose of the original contract for the entire term of the contract. It is further agreed that the CONTRACTOR shall maintain adequate property control records, perform regular inventories, document adequate maintenance and repair, and establish adequate safeguards to prevent loss, damage, or theft to any such property in accordance with sound industrial practice. Personal property shall include all tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000.00 or more.

Unless otherwise provided in the contract, the CONTRACTOR, upon delivery or acquisition of any such property, shall assume the risk of and be responsible for, any loss thereof or damage thereto, except for reasonable wear and tear, and except to the extent that such property is consumed in the performance of this contract.

The CONTRACTOR shall, upon completion of this contract or where there is otherwise no longer a need for such property, give written notice to the TDoA within ten (10) calendar days to such effect.

It is further agreed that upon receipt by the TDoA of such written notice, the TDoA shall issue instruction as to the continued use or disposition of such property to the CONTRACTOR pursuant to applicable federal regulations as outlined in OMB Circular A – 102.

XI. Maintenance of Non-Federal Support for Services

The CONTRACTOR shall not replace funds from Non-federal sources with federal funds. The CONTRACTOR agrees to continue to initiate efforts to obtain support from other sources for services funded under this contract.

XII. Training Requirements

The CONTRACTOR shall provide in-service training to all personnel relative to the performance of this contract. The CONTRACTOR shall secure appropriate training and certification for all personnel delegated duties which require such specialized training and/or certification.

XIII. Coordination Requirements

The CONTRACTOR agrees that the TDoA and AACOG may establish procedures and mechanisms necessary to assure effective coordination

between the various activities and programs operating pursuant to the Older Americans Act of 1965, as amended and other local, state or federal programs operating on behalf of the elderly.

XIV. Coordination of Service Delivery

CONTRACTORS who operate focal points in the community must assure collocation of services, where feasible.

XV. Emergency Management

In the event of a disaster, whether man-made, natural, or of a civil defense nature, the CONTRACTOR will provide and/or coordinate appropriate resources to federal disaster relief agencies and may provide equipment and resources for the following activities: temporary shelter; nutrition services; food preparation; transportation; and volunteers.

XVI. Taxes

The CONTRACTOR will comply with all state, federal or local tax requirements with respect to property and personnel.

XVII. Debarment and Suspension

The CONTRACTOR shall provide assurances that it will not knowingly, using reasonably prudent judgement, deal with any person, business, or other entity which has been suspended or debarred from receiving federal funds under 45 CFR 76.200 (non-procurement) or 48 CFR 9.4.

XVIII. Personnel

The CONTRACTOR shall furnish all necessary personnel with professional classification, qualifications, skill and expertise required to perform the services to be rendered and the responsibilities accepted pursuant to the activities conducted under this contract. The CONTRACTOR shall be responsible for completion of the services to be rendered in accordance with published service standards. The CONTRACTOR will provide all necessary supervision and coordination of activities that may be required to complete the services and fulfill all contractual obligation.

XIX. Provision of Services

The CONTRACTOR shall assure compliance with the following provisions relating to the services covered by this contract.

a. *Eligibility –*

The services covered by this contract serve only those individuals and groups eligible under the provisions of the Older Americans Act of 1965, as amended.

b. *Residency –*

No requirements as to duration of residence or citizenship will be imposed as a condition of participation in the provision of services.

c. *Coordination and Maximum Utilization of Services –*

The CONTRACTOR, to the maximum extent, shall coordinate and utilize the services and resources of other appropriate public and private agencies and organizations. Efforts shall be demonstrated to coordinate with local state agencies to ensure non-duplication of administrative activities and service delivery to the maximum extent possible. Coordination activities should reduce administrative burden on service providers and provide better service delivery to program participants.

d. *Prohibition of Means Test for Services –*

The CONTRACTOR shall provide all services funded by the Older Americans Act of 1965, as amended, without the use of any means test to determine eligibility for services.

e. *Legal Assistance Services Attorney-Client Privilege –*

The CONTRACTOR shall not divulge any information that is protected by the attorney-client privilege.

XX.

Article IX, Sec. 33 Requirements

The CONTRACTOR, if a unit of local government as defined in Article IX, Sec. 33, shall comply with all the requirement of article IX, Sec. 33, General Appropriations Act, Seventy-fifth Legislature, Regular Session, *Limitation on Grants to Units of Local Government*.

**AGREEMENT FOR CASH PAYMENTS IN LIEU OF DONATED
COMMODITIES (Nutrition Programs for the Elderly)
(CFDA #10.570)**

Between

City of San Antonio

AND

The Alamo Area Council of Governments

STATE OF TEXAS

COUNTY OF BEXAR

SECTION I: PARTIES

This Agreement is made by and between the **Alamo Area Council of Governments, (AACOG)** and **City of San Antonio (Contractor)**.

SECTION II: PURPOSE & AUTHORITY

This Agreement is made to effectuate the provisions of Section 307(a)(7) of the Older Americans Act of 1965, as amended (42 U.S.C., Section 3001, et. seq.). For purposes of this Agreement, "Regulations" refer to the regulations of the United States Department of Agriculture, 7 CFR Part 250 and any amendments thereto.

SECTION III: AGREEMENT PERIOD & TERMINATION

This Agreement shall be effective from October 1, 2005, through September 30, 2006, when executed by both parties, and shall continue until terminated, as provided herein. Either party hereto, by giving at least 30 days written notice, may terminate this Agreement. However, upon receipt of evidence that the terms and conditions of this Agreement and the Regulations have not been fully complied with by the Contractor, AACOG may terminate this Agreement immediately by notice in writing to the Contractor. In the case of noncompliance with the Civil Rights regulations, terminations shall be in accordance with hearing procedures established therefore.

Upon any termination of the Agreement, the Contractor agrees to comply with the instructions of AACOG either to disburse all cash payments received hereunder remaining in its possession or to return such payments to the Department.

SECTION IV: AACOG AGREES TO PERFORM THE FOLLOWING SERVICES:

- A. To the extent that funds are available and the contractor complies with the terms of this agreement, make cash payments to the Contractor pursuant to Section 250.12 of the Regulations, in an amount equivalent in value to the donated foods the Contractor otherwise would have received pursuant to Section 250.42(B)(2) of the Regulations.
- B. To disperse funds allocated by the Federal Government pursuant to 45 CFR, Chapter XIII, Subchapter C, Section 1321.147(f)(ii).

SECTION V: THE CONTRACTOR AGREES:

- A. To accept payments provided by AACOG pursuant to Section 250.12 of the Regulations.
- B. To ensure compliance with AACOG instructions regarding the purchase of meals using United States Department of Agriculture funds earned from the provision of state purchased meals and held by the Contractor for such purposes.
- C. To establish procedures, including on-site program monitoring activities to be conducted on a periodic basis, to ensure United States Department of Agriculture funds are used by nutrition programs for the elderly solely for the purpose of purchasing United States agricultural commodities and other foods of United States origin for use in their feeding operations.
- D. To maintain and retain, for five years from the close of the Federal fiscal year to which they pertain, complete and accurate records of (1) all amounts received and disbursed under this Agreement; and (2) the manner in which consideration was given to the needs and resources referred to in B above.
- E. To permit representatives of AACOG to inspect, audit, and copy the records related to the funds or the programs that are the subject of this agreement at any reasonable time.
- F. To comply with any instructions or procedures issued by AACOG or the Federal Government in connection with the Regulations.
- G. To conduct the program of cash disbursement made hereunder in compliance with all requirements imposed by or pursuant to the Civil Rights Act of 1964 and regulations of the United States Department of Agriculture, 7 CFR Part 15, including any amendments thereto.
- H. To adopt such methods of administration that give reasonable assurance the nutrition programs for the elderly which it administers will comply with such requirements and will permit their participation in the said program only if like assurance to this is provided to it by such nutrition programs for the elderly.

- I. To be obligated hereunder for the period during which it or the nutrition programs for the elderly, which it administers, retain cash payments received hereunder.
- J. To recognize and agree that Federal financial assistance will be extended in reliance on these assurances and that the State of Texas shall have the right to seek judicial enforcement of this agreement, and to discontinue payments or seek reimbursement for a contractor's failure to comply with the terms of this agreement

WITNESS OUR HANDS effective this _____ day of _____, 2004

**DIRECTOR, DEPARTMENT
COMMUNITY INITIATIVES**

Signature/Title

CITY OF SAN ANTONIO

(Agency Name)

Approved and accepted on behalf of the Alamo Area Council of Governments

Al J. Notzon, III, Executive Director

SUPPORTIVE SERVICES FOR THE ELDERLY PROGRAM 2005-2006

October 1, 2005 - September 30, 2006

INTERNAL ORDER 138000000391 2005-2006 SEEP

3803250001 Supportive Services For The Elderly

2005-2006 PROPOSED BUDGET

REVENUES:

4501120	GRANT - AACOG	\$	275,250.00
4502230	PROGRAM INCOME		5,600.00
6101100	Trf From Human Development Fund 29-075000		140,987.00
	Total Revenues	\$	421,837.00

APPROPRIATIONS:

5101010	Reg Salaries	170,565.00
5101030	Higher Classification Salaries	200.00
5101050	Language Skill Pay	2,400.00
5103005	FICA	13,247.00
5105010	TMRS	20,194.00
5405040	Flex Benefits	45,528.00
5103010	Life Insurance	243.00
5405020	Workers Comp	6,000.00
5103035	Personal Leave Buy Back Pay	4,000.00
5403010	Communications-Phone	4,000.00
5403020	Communications-Radio	1,500.00
5205010	Mail	100.00
5205020	Rental of Equipment	1,900.00
5407510	Inter-Fund Rent of City Rol	52,560.00
5207010	Travel-Official	100.00
5204080	Maintenance & Repair - Mach & Equip	2,000.00
5204090	Maintenance & Repair - Auto	20,000.00
5204020	Maintenance & Repair - Comm	5,000.00
5201040	Fees to Prof. Contractors	10,000.00
5202010	Temporary Services	1,000.00
5404510	Auto Admin Fee	800.00
5403520	Automatic Data Processing	5,000.00
5203040	Advertising & Publication	100.00
5203060	Binding, Printing & Reprod.	100.00
5302010	Office Supplies	1,500.00
5403545	Motor Fuel and Lubricants	40,000.00
5304040	Chemicals, Medical & Drugs	300.00
5304050	Tools, Apparatus & Accessories	100.00
5301020	Maint & Rep Mat - Auto	5,000.00
5301030	Maint & Rep Mat - Mach & Equip	500.00
5405030	Liability, Hazard, Fid Insur	7,900.00
	TOTAL PROGRAM ADMINISTRATION	\$ 421,837.00

SUPPORTIVE SERVICES FOR THE ELDERLY PROJECT (SSEP)

October 1, 2005 - September 30, 2006

26-011000

PERSONNEL COMPLEMENT

POSITIONS	JOB CLASS NO.	CURRENT No. OF POSITIONS	ADDED/DELETED POSITIONS	REVISED No. OF POSITIONS
38-03-25				
CHAUFFEUR SERVICE SUPERVISOR	0920	1	0	1
OFFICE ASSISTANT	0010	1	0	1
CHAUFFEUR	0907	5	0	5
CHAUFFEUR (P/T)	0907	2	2	4
DISPATCHER (P/T)	0615	1	0	1
TOTAL POSITIONS FOR 26-0110XX		10	2	12