

1 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF
2 ALBUQUERQUE:

3 Section 1. The Mayor is authorized to take all necessary and appropriate
4 steps to enter into a grant agreement with the Corporation for National and
5 Community Service and the New Mexico Aging and Long Term Services
6 Department for the Retired Senior Volunteer Program in the amount of \$94,223
7 consisting of \$44,223 of Federal funds, and \$50,000 of State of New Mexico
8 funds.

9 Section 2. Funds in the amount \$249,815 consisting of \$44,223 from the
10 Corporation for National and Community Service, \$50,000 from the New
11 Mexico Aging and Long Term Services Department and \$155,592 of City
12 matching funds from the Transfer to Operating Grants Fund Program in the
13 General Fund (110) are hereby appropriated to the Department of Senior
14 Affairs in the Operating Grants Fund (265) for the Retired Senior Volunteer
15 Program for fiscal year 2015.

16 Section 3. Of the \$155,592 from the Transfer to Operating Grants
17 Program in the General Fund (110), \$24,465 is for indirect overhead.

[+ Bracketed/Underscored Material+] - New
[-Bracketed/Strikethrough Material-] - Deletion

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Mayor Richard J. Berry

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Interoffice Memorandum

May 27, 2014

TO: Ken Sanchez, President, City Council


FROM: Richard J. Berry, Mayor *RJB*

SUBJECT: Resolution Authorizing a Grant for the Retired Senior Volunteer Program

Attached is a resolution authorizing the filing and appropriation of a grant from the Corporation for National and Community Service and the New Mexico Aging and Long-Term Services Department for \$249,815 (\$44,223 in Federal funds, \$50,000 State funds and \$155,592 in City matching funds) for the Department of Senior Affairs for the Retired Senior Volunteer Program. This grant is continuing a long standing program with the Department. The Retired Senior Volunteer Program recruits seniors aged 55 and older to be part of a volunteer network of nearly 500,000 volunteers across the country that help local and national organizations.

Title/ Subject of Legislation: Resolution Authorizing a Grant for the Retired Senior Volunteer Program

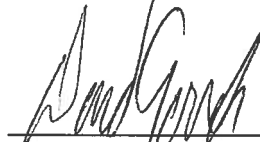
Approved:



6/27/14

Robert J. Perry **Date**
Chief Administrative Officer

Approved as to Legal Form:



6/18/14

David Tourek **Date**
City Attorney

Recommended:



6/2/14

Torja Armijo-Blasher **Date**
Director, Department of Senior Affairs

Cover Analysis

1. What is it?

The resolution authorizes the Mayor to execute a grant agreement with the Corporation for National and Community Services and the New Mexico Aging and Long Term Services Department for the Retired Senior Volunteer Program.

2. What will this piece of legislation do?

This legislation will provide funding that continues the programming of the Retired Senior Volunteer Program.

3. Why is this project needed?

This program provides seniors aged 55 and older the opportunity to be part of a volunteer network of nearly 500,000 volunteers across the country. Volunteers are partnered with local and national organizations and contribute much needed man power that enables the organizations to function.

4. How much will it cost and what is the funding source?

Funding for this grant is from the Corporation for National and Community Service for \$44,223, New Mexico Aging and Long Term Services Department \$50,000 and City match of \$155,592 of which \$24,465 is for indirect overhead.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

No.

FISCAL IMPACT ANALYSIS

APPROVING AND AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS BASED ON THE ATTACHED NOTICE OF GRANT AWARD FOR A RETIRED AND SENIOR VOLUNTEER PROGRAM FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE AND THE NEW MEXICO AGING AND LONG TERM SERVICES DEPARTMENT AND PROVIDING FOR AN APPROPRIATION TO THE DEPARTMENT OF SENIOR AFFAIRS RETIRED AND SENIOR VOLUNTEER PROGRAM IN FISCAL YEAR 2015.

TITLE:

R: O:
FUND: 265
DEPT: DSA

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

		Fiscal Years			
		2015	2016	2017	Total
Base Salary/Wages		112,224			112,224
Fringe Benefits at	30.60%	34,341	-	-	34,341
Medical		26,366			26,366
Subtotal Personnel		<u>172,931</u>	-	-	<u>172,931</u>
Operating Expenses		52,420	-		52,420
Property			-	-	-
Indirect Costs	✓ 21.80%	24,465	-	-	24,465
Total Expenses		<u>\$ 249,815</u>	\$ -	\$ -	<u>\$ 249,815</u>
<input type="checkbox"/> Estimated revenues not affected					
<input checked="" type="checkbox"/> Estimated revenue impact					
Amount of Grant		94,224	-	-	94,224
City Cash Match		131,127			131,127
City Inkind Match					
City IDOH		24,465	-	-	24,465
Total Revenue		<u>\$ 249,815</u>	\$ -	\$ -	<u>\$ 249,815</u>

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS: This grant supports three FTE. The Federal and State grant applications are submitted at different time frames. After the Federal application was submitted, the State increased their allocation. At the time of submittal the IDOH rates and the PERA rates were not updated. This FIA captures the total cost with an increase to the City match and IDOH allocation.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

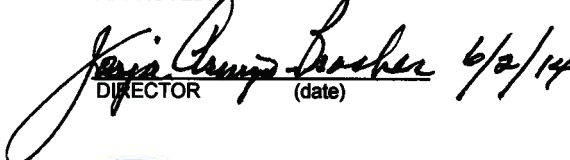
PREPARED BY:


FISCAL ANALYST

REVIEWED BY:


EXECUTIVE BUDGET ANALYST

APPROVED:

 6/2/14
DIRECTOR (date)


BUDGET OFFICER (date)
6-9-14


CITY ECONOMIST

March 14, 2014 4:28 PM

Metropolitan RSVP City of Albuquerque

Application ID: 14SR153461

Budget Dates: 04/01/2014 - 03/31/2017

	Total Amt	CNCS Share	Grantee Share	Excess Amount
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	112,224	20,000	72,224	20,000
B. Personnel Fringe Benefits	3,466	0	3,466	0
FICA	8,585	0	8,585	0
Health Insurance	21,570	0	21,570	0
Retirement	21,334	3,802	4,433	13,099
Life Insurance	606	0	606	0
Total	\$55,561	\$3,802	\$38,660	\$13,099
C. Project Staff Travel				
Local Travel	1,000	0	1,000	0
Long Distance Travel	1,000	1,000	0	0
Total	\$2,000	\$1,000	\$1,000	\$0
D. Equipment				
E. Supplies	3,500	1,000	2,000	500
F. Contractual and Consultant Services	642	0	642	0
I. Other Volunteer Support Costs	2,500	0	1,500	1,000
Criminal Background Check	0	0	0	0
Total	\$2,500	\$0	\$1,500	\$1,000
J. Indirect Costs	22,333	0	22,333	0
Section I. Subtotal	\$198,760	\$25,802	\$138,359	\$34,599
Section II. Volunteer Expenses				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	2,965	2,965	0	0
Recognition	12,190	4,407	6,283	1,500
Volunteer Travel	26,000	11,049	3,673	11,278
Total	\$41,155	\$18,421	\$9,956	\$12,778
Section II. Subtotal	\$41,155	\$18,421	\$9,956	\$12,778
Budget Totals	\$239,915	\$44,223	\$148,315	\$47,377
Funding Percentages		23%	77%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 09/09/13	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER: 14SR153461
2b. APPLICATION ID: 14SR153461	4. DATE RECEIVED BY FEDERAL AGENCY: 09/09/13	FEDERAL IDENTIFIER: 14SRWNM001
5. APPLICATION INFORMATION		
LEGAL NAME: City of Albuquerque DUNS NUMBER: 610126690	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Robert E. Sandoval TELEPHONE NUMBER: (505) 764-1616 FAX NUMBER: (505) 764-1619 INTERNET E-MAIL ADDRESS: resandoval@cabq.gov	
ADDRESS (give street address, city, state, zip code and county): Department Of Senior Affairs 714 7th St SW Albuquerque NM 87102 - 3814 County: Bernalillo	7. TYPE OF APPLICANT: 7a. Local Government - Municipal 7b.	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 856000102	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Metropolitan RSVP 11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="checkbox"/> NM 01 b.Program <input type="checkbox"/> NM 01	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): City of Albuquerque, Bernalillo County, New Mexico.	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
13. PROPOSED PROJECT: START DATE: 04/01/14 END DATE: 03/31/17	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
15. ESTIMATED FUNDING: Year #: <input type="checkbox"/> 1	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. FEDERAL \$ 44,223.00		
b. APPLICANT \$ 195,692.00		
c. STATE \$ 47,377.00		
d. LOCAL \$ 148,315.00		
e. OTHER \$ 0.00		
f. PROGRAM INCOME \$ 0.00		
g. TOTAL \$ 239,915.00		
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Anthony R. Romero	b. TITLE:	c. TELEPHONE NUMBER: (505) 764-6406
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:	e. DATE SIGNED: 02/24/14	

Narratives

Executive Summary

The legal applicant is the City of Albuquerque (COA) Department of Senior Affairs (DSA). Bernalillo County (BC) offers seniors 50+ services and opportunities that enhance their quality of life while offering a continuum of services and programs for active to frail adults. Programs promote both healthy aging and independent living that meet the individual needs of seniors in the Albuquerque/Bernalillo County area. COA DSA operates senior centers, multigenerational centers, sports/fitness centers, meal sites, home services, Information & Assistance services, and a central kitchen. The vision of the DSA is to be the community leader, who in partnership with others involves seniors in creating and sustaining a community where there is a growing spirit of interdependence that enhances everyone's quality of life. The mission of DSA is to be a community leader, who in partnership with others, involves seniors and people of all ages in creating a community that enhances everyone's quality of life by providing opportunities to achieve their potential, share their wisdom, maintain their independence, and live with dignity.

RSVP will provide an estimated 800 volunteers to the Albuquerque and Bernalillo County metropolitan area to support approximately 77 volunteer stations. Some of their activities will include conducting outreach and assisting with enrollment of new participants at congregate meal sites; working at senior centers to provide classes and activities for older adults to increase social ties and social support; providing transportation to homebound older adults and individuals with disabilities to medical appointments, trips to the pharmacy and the grocery store; delivering hot meals to homebound older adults and individuals with disabilities; tutoring kindergarten students one hour a week during the school year.

The primary focus area of this project is Healthy Futures. At the end of the three year grant, RSVP will provide 2,000 individuals with support services and referrals to alleviate long-term hunger, and will have reported that they have increased food security. The RSVP will report 5,000 older adults who have increased social ties/perceived social support. Approximately 200 older adults and individuals with disabilities will receive a home delivered meal or transportation that allows them to live independently. The CNCS federal investment amount of \$44,223 will be supplemented by \$47,377 from the New Mexico Aging and Long-Term Services Department and \$125,883 from the City of Albuquerque Department of Senior Affairs.

Strengthening Communities

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Describe the community and demonstrate that the community need(s) identified in the Primary Focus Area exist in geographic service area. Albuquerque is the largest city in New Mexico (NM) and is ranked the 32nd largest city in the United States. The City is the home of the University of New Mexico, Kirkland Air Force Base, and Sandia National Laboratories. It is the county seat of Bernalillo County and is in the center of the state, straddling the Rio Grande River. The median income for a household is \$38,272 and the average income for a family is \$46,979. The per capita income is \$20,884.

Albuquerque's population including Bernalillo County, as of the 2010 Census, is 662,564 (12% are 65+). Approximately 13.5% live below the poverty level and Social Security is the major source of income for 89% of older adults. Albuquerque and Bernalillo County have 1/3 of NM's 60+ population. The racial makeup of the city is 70% White, 3.2% African American, 4.5% Native American, 2.6% Asian, 0.11% Pacific Islander, 15.03% from other races, and 4.6% Multiracial. 46.7% are Hispanics or Latinos and there is a strong Hispanic and family culture that exists within the community; most families live in or near the residence where they were raised.

Describe how the service activities in the Primary Focus Area lead to National Performance measure outcomes. According to the annual Map the Meal Gap 2013 study, New Mexico ranks number two in the nation when it comes to food insecurity. Seniors are among the most physically vulnerable in our community. Unique nutritional needs and medical conditions begin to surface when an individual ages. Hunger and food insecurity compromise their health through an inability to maintain their special dietary needs. In addition, an increasing number of seniors on fixed incomes are now raising their grandchildren. Two generations of vulnerable individuals now face hunger together. In New Mexico, 39% of seniors utilize senior nutritional sites, DSA Home-Delivered meals, Meals on Wheels, and senior brown bag programs.

More than 46% of seniors report having to choose between paying for food and utilities, and 37% report choosing between food and medical care; 42% of households with seniors have applied for SNAP (food stamp benefits), but only 20% are eligible to receive benefits and still need help with food; 50% of households with seniors report having low or very low food security. Hunger and the lack of access to nutritious foods compromise their health. Hunger deteriorates their mental and physical well-being. Chronic illnesses worsen with hunger and leave seniors at risk for increased long-term

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care and hospitalization. Thousands of New Mexico's seniors are faced with terrible choices every day. Many live on fixed incomes that do not cover their expenses. Seniors may have outlived their retirement and savings or are primarily dependent on Social Security or disability income. All are at risk of hunger as they struggle to pay for their rent, utilities, medical care, medicines and purchase food. The 2010 Hunger Study revealed that more than 29,025 seniors seek emergency food from Roadrunner Food Bank compared to the 11,000 we served annually just eight years ago.

The DSA continues to partner with Comfort Keepers to promote the annual STOP SENIOR HUNGER initiative. This past year, approximately 3,000 pounds of food was collected to disseminate to approximately 300 individuals who receive a variety of services from the Department of Senior Affairs. In addition, several cooking demonstrations were conducted at various senior centers by members of the University of New Mexico's Nutrition Club. RSVP volunteers were critical to the success of this initiative.

Senior centers offer independence and encourage healthy, older adults to stay active with exercise programs, educational and social activities to include computer literacy, health management, musical concerts, lectures, theater, pottery, arts and crafts, sports and fitness classes, education, driving, coordinating classes, mobilizing volunteer and other services to assist staff at front desk etc.,. Nearly 70% of all people age 70 and over have some degree of isolation and need more socialization with their peers. Senior centers are designed to meet individual needs to challenge their mind and body and involve seniors in the community to help keep seniors living independently. In Albuquerque, and other localities where "aging in place" has become a key strategy, the efforts are paying off. Far fewer seniors over the age of 85 are in nursing homes today -- 40% less than in 1985. And seniors of all ages are living longer, healthier lives. According to the National Council on Aging, the national average age of senior center users is 75; 70% are women, and half of them live alone. Most participants visit once, twice or three times per week for an average of 3.3 hours per visit. Compared with their peers, senior center participants have higher levels of health, social interaction, and life satisfaction.

The purpose of the senior center is to provide programs and activities in the community that are accessible every day to seniors. This accessibility helps to keep them active as they age. By keeping seniors active, both mentally and physically, seniors stay stronger which helps to support independent living. This is especially important to those who are aging in place in their own homes. Visiting a

Narratives

senior center and joining in with its activities will provide additional benefits, such as socialization and friendships. These benefits cannot be realized, and are often times a challenge when you stay at home. Senior centers provide seniors with social interaction and stimulation, and the chance to get involved in the community while decreasing the feeling of isolation. Being retired can be lonely if you simply stay home and are not active. Senior centers can provide contact with others by offering its participants a variety of clubs and activities in which they can actively participate. This stimulation helps a senior to stay active and remain independent.

Many elderly are no longer able to drive due to poor health, decreased vision, and related declines in driving performance. Many seniors cannot afford to pay for needed transport for medical appointments/trips to the pharmacy, or to go to the grocery store. Catholic Charities Center for Community Involvement transportation service, with the assistance of RSVP volunteers, will help Albuquerque/Bernalillo County seniors overcome the transportation barrier. This will allow them the opportunity to focus on their health and remain independent.

Describe how the service activities in the Primary Focus Area lead to National Performance Measure outputs of outcomes. RSVP volunteers will serve as senior center volunteers supporting day to day activities at each center. Volunteer roles include: coordinating classes and activities, serving as educators, promoting health management, mobilizing other volunteers, driving seniors on trips, and assisting staff at the front desk. This will help older adults have increased social ties/perceived social support.

RSVP volunteers will serve as: Congregate meal site volunteers conducting outreach and assisting with enrollment of new participants. This will help individuals receive support, services, education and/or referrals to alleviate long-term hunger.

RSVP volunteers at Catholic Charities Center for Community Involvement will provide elderly and disabled individuals with transportation to medical appointments, the pharmacy, or the grocery store five days a week. Services will be targeted to the elderly and disabled without transportation who cannot afford to pay for such services. Referrals will come from families, health and social service agencies, as well as the DSA Information & Assistance program. This service will allow older adults and individuals with disabilities to live independently.

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RSVP volunteers at Meals on Wheels will provide elderly and disabled individuals with social contact each day when meals are delivered. Sometimes volunteers are the only people those that are receiving a meal will see during the day. Not only do the volunteers provide friendship and compassion but are also able to check on the well-being of those served. This service will allow older adults and individuals with disabilities to remain in their homes, assisting them to age in place and will help to avoid pre-institutionalization.

Your plan and infrastructure to support data collection and ensure National Performance Measures outcomes and outputs are measured, collected, and managed. The Volunteer Reporter database is utilized by program staff to obtain data such as volunteer hours, interests, station focus areas, outcomes and outputs etc. In addition, the RSVP utilizes the Harmony for Aging database and participant surveys. The City of Albuquerque Department of Senior Affairs tracks progress of goals through the monthly Goals & Progress Reports. The Annual Customer Satisfaction Survey is also used to identify strengths and improvement opportunities for the program. Responses from the survey can result in program changes that aim to continually improve the RSVP. RSVP requires that every station has a formal Agreement (Memorandum of Understanding) that outlines the role of the RSVP and volunteer station. The station is also required to have Volunteer Assignment Descriptions that outline who, where, when, and how volunteers are placed at a volunteer station. The RSVP staff will have communication and conduct reviews with Site Supervisors through site visits, phone calls, and electronic correspondence.

Describe any activity in service to veterans and/or military Families as part of service in the Primary Focus Area, Other Focus Area or Capacity Building. The program has 16 volunteers at the local Veterans Administration hospital. The volunteers support staff at the hospital with patient escort services. Volunteers also work at the information desks to provide the public with a valuable service, assist with the mobile library book check out to make patient's hospital stays more enjoyable, serve as friendly visitors providing companionship to patients who otherwise might be alone, serve as day surgery information assistants.

The New Mexico Veterans' Memorial has 11 volunteers that greet visitors and introduce them to the museum. They also serve as tour guides and assist with the maintenance in the Veterans' Memorial

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Garden. The volunteers also drive shuttles from offsite parking lots during special events that are held on Veterans Day and Memorial Day.

Recruitment and Development

Your plan infrastructure to create high quality volunteer assignments with opportunities such as sharing their experiences, abilities, and skills to improve their communities and themselves through service in their communities. The City of Albuquerque Department of Senior Affairs (DSA) provides a continuum of care especially designed to meet the needs of seniors. Programs involve seniors by challenging the mind and body. DSA also helps to keep frail seniors living independently in their homes as long as possible. RSVP provides volunteers with on-going presentations, station visits, outreach tables, and houses RSVP at the Palo Duro Senior Center. This center is centrally located and is near public transportation. RSVP volunteers are incorporated into outcome-based programming to meet the community needs and the primary focus area of Healthy Futures. All new volunteers receive a welcome call and are oriented to an array of volunteer opportunities that meet the Department of Senior Affairs RSVP Primary Focus area of Healthy Futures. In addition, volunteers are informed of the benefits that are provided to them as an RSVP volunteer. RSVP volunteers use their skills and also develop new skills and leadership potential through multiple volunteer opportunities, trainings (in-service and on-site), new member orientation and serving as representatives on the program's Advisory Council. These skills also enhance the quality of life for the volunteers by helping them to remain physically and mentally active and independent. Volunteers receive the benefit of increased socialization while enhancing their knowledge, value, and usefulness in the community. All RSVP volunteers are eligible for mileage reimbursement and/or a free bus pass that can assist to alleviate some of the financial stress due to travel expenses.

Your Plan and infrastructure to ensure RSVP volunteers receive training needed to be highly effective means to addressing identified community need(s) in both the Primary Focus Area and in Other Focus Areas or Capacity Building. The Department of Senior Affairs has access to several facilities to provide training to new and existing volunteers. Training to volunteers includes: new volunteer orientation to inform the volunteer of the policies and procedures for RSVP. The volunteer will be trained by the station in which they are assigned in the proper way of addressing and reporting on the community needs of the station. The station manager will communicate with the RSVP staff if the volunteer requires more training. The RSVP Advisory Council is provided with an annual Retreat and training opportunities.

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The Demographics of the community served and plans to recruit a volunteer pool reflective of the community served. The Albuquerque population including Bernalillo County, as of the 2010 Census, is 662,564 (12% is 65+). Approximately 13.5% live below the poverty level and Social Security is the major source of income for 89% of older adults. Albuquerque/Bernalillo County has 1/3 of NM's 60+ population. The racial makeup of the city is 70% White, 3.2% African American, 4.5% Native American, 2.6% Asian, 0.11% Pacific Islander, 15.03% from other races, & 4.6% Multiracial. 46.7% are Hispanics or Latinos. RSVP plans to recruit individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency by doing community presentations, partnerships with community agencies, and outreach through department functions, information and referral through DSA, networking, media articles and "word of mouth." Flyers and brochures are distributed throughout the community on a regular basis and are also used for presentation purposes. The RSVP also has a link on the City of Albuquerque webpage. In addition, volunteer opportunities are advertised each month in local publications, such as the Prime Time Monthly. Many RSVP volunteers have been in the local program for over 10 years. The RSVP Director and Office Assistant are bilingual; this allows them to communicate with the volunteers who speak only Spanish.

Your plan and infrastructure to retain and recognize the RSVP volunteers. The City of Albuquerque/Bernalillo County, under the umbrella of the Department of Senior Affairs (DSA) has sponsored RSVP since 1976. DSA offers seniors services and opportunities to enhance our community's quality of life. The retention of the RSVP volunteers happens through continued recognition and appreciation, such as the annual Years of Service Pinning Ceremony. The RSVP volunteers are given encouragement, emotional support, clear descriptions of volunteer assignments and a great deal of verbal support for the jobs they are doing. If they become ill, the RSVP can give them the necessary information and resources to point them in the direction to get well. In addition, they are required to participate through in-service training to aid them in being better volunteers. The RSVP volunteers are recognized throughout the year in many ways. Some of the more significant recognitions include: DSA ANNUAL VOLUNTEER RECOGNITION -- a sit down breakfast held in May at a local hotel honoring all senior volunteers in the Department; The RSVP Advisory Council sponsors the HENRIETTA J. SMITH AWARDS to honor outstanding volunteers in the community; YEARS OF SERVICE PINNING CEREMONY -- sit down lunch that provides entertainment and service pin gifts to volunteers; CARDS -- frequently sent to the volunteers to include birthdays, get well wishes,

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sympathy notes, and thank you notes; OFF-SITE EVENTS -- Opportunity to attend the NM Conference on Aging, Senior Day at the NM State Legislature, and random acts of kindness. In addition, breakfast is provided at all in-service trainings.

Program Management

Your plan and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations, such as preventing or identifying prohibited activities. RSVP manages volunteer stations by utilizing many tools to ensure compliance with RSVP program regulations. These tools include 1) A formal Agreement that outlines the role of the RSVP and volunteer host site. 2) Volunteer Assignment Descriptions - outlines who, where, when, and how volunteers are placed at a volunteer station. 3) Annual Volunteer Site Survey conducted by the Advisory Council which includes participant testimonials. 4) Site Visits include a) Initial program orientation/application via a "Welcome Call" which includes an overview of RSVP and a preliminary assessment of volunteer interest. b) Communication and reviews with Site Supervisors through site visits and phone calls. c) Volunteer will receive random phone calls to ask what duties they are performing at their assigned stations.

Your plan and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activity. The RSVP manager will conduct a site visit to meet with the station manager twice a year to ensure volunteers are performing their assigned service activities. The site visit will be scheduled during the time that RSVP volunteers are volunteering. The RSVP manager will meet with the volunteers to receive their feedback regarding their assignment and if they are in need of any support or assistance from the Department of Senior Affairs. In addition, volunteers submit timesheets on a monthly basis. The timesheets will allow the RSVP to monitor the hours that volunteers are working at each site.

Your plan and infrastructure to meet changing community needs to include minimizing disruption to current volunteers as applicable and/or graduating stations as necessary. The RSVP will not remove any volunteers from a station that does not meet the Primary Focus Area, Community Priorities, or Other Focus Areas. When the volunteer makes the decision to terminate their volunteer role with the RSVP, that role will not be replaced. When a station does not meet the Focus Area of the sponsor and no longer has RSVP volunteers, they will be recognized for their contribution to the program and will be encouraged to identify other volunteer opportunities that meet the Focus Area. If the station is

Narratives

unable to identify another opportunity, they will be removed from as a volunteer station. The RSVP manager will meet with volunteer station managers at sites that do not address CNCS Focus Areas to inform them that RSVP will leave the current volunteers in place but will not recruit additional volunteers or replacements. The process of ensuring that each site addresses the CNCS Focus Areas will allow volunteers to experience a quality volunteer assignment.

Your organization track record in the Primary Focus Area, to include, if applicable, measuring performance in the Primary Focus Area. The Department of Senior Affairs (DSA) offers seniors services and opportunities to enhance our community's quality of life. DSA provides a continuum of care especially designed to meet the needs of the seniors. Programs involve seniors by challenging the mind and body. DSA operates seventeen meal sites, the Department of Senior Affairs' network of meal sites are for seniors aged 60+ and are located throughout Albuquerque and Bernalillo County area. The performance in the Primary Focus Area will be measured by using the volunteer reporter to track volunteer assignments and jobs. The output will be measures by the Harmony for Aging database and participant surveys results.

Your plan and infrastructure to ensure the project is in compliance with the RSVP federal regulation to include establishing an RSVP Advisory Council, ensuring RSVP volunteers are placed in stations that have signed the required MOU, and ensuring all volunteers are eligible to serve in RSVP. Each prospective volunteer is required to complete an application for the RSVP. To ensure volunteers are eligible to serve in the RSVP, volunteers are required to show a current driver's license or photo ID to the volunteer station manager or a staff member of the RSVP. DSA requires that all new volunteers pass a background check. In addition, the Albuquerque RSVP has an established Advisory Council that is active in fundraising and supports the volunteers and the volunteer stations. The RSVP will recruit and place volunteers at a station that has signed the formal Agreement that serves as the MOU.

Organizational Capability

Your plan and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day to day operational support to ensure compliance with RSVP program requirements (statutes, regulations, and applicable OMB circulars) and to ensure accountability and efficient and effective use of available resources. The City of Albuquerque (COA), Department of Senior Affairs (DSA) has served as the "Sponsoring Agency" and "Grants Administrator" for the Corporation for

Narratives

National and Community Service (CNCS), Senior Corps Programs (RSVP, FGP and SCP) for 30+ years. This arrangement has provided sound programmatic and fiscal oversight and day to day operational support to ensure compliance with RSVP program requirements. In addition, this plan has ensured the accountability and efficient and effective use of available resources. The COA DSA is confident that this plan can continue to exist while providing meaningful volunteer opportunities for older adults.

Clearly Define Staff Positions, Identification of current staff assigned to the project and how these positions will ensure the accomplishment of the program objectives. Robert Sandoval, Project Director/Senior Affairs Program Supervisor, has over 24 years of experience working with seniors and has been an employee of DSA since 1992. He served as manager of the Home Services Program for 12 years and has more than two decades of experience working with volunteers and the COA DSA. Two support staff assist with the success of the RSVP: Yolanda Gradi, Office Assistant & Josie Samudio, Intake/Screening Specialist. Yolanda assists with volunteer placement, a variety of clerical functions including reporting hours into the Volunteer Reporter, monitors timesheets, and maintains volunteer files. She works with the Advisory Council and assists with volunteer recognition events. Josie assists with the recruitment/placement of new volunteers, maintenance of volunteer files, background screenings, station monitoring, and conducts presentations. Jorja Armijo-Brasher, Director, oversees the volunteer programs, senior centers, multigenerational centers, case management & social services, information & assistance (I&A), health & fitness, home repair, home delivered meals, transportation, and fiscal. She also oversees the management of the Area Agency on Aging (AAA) & the Community Development Block Grant (CDBG). Anthony R. Romero, Division Manager, oversees senior corps volunteer program management. With over 14 years of management experience, he provides guidance, oversight, and human resources/marketing expertise. Karen Lopez, Fiscal Manager, has an MBA in Accounting and has managed grants for 14 years; she has worked in the fiscal area for more than 16 years. She oversees a team who assist with the submission of required financial reports and audits.

Demonstrates organizational capacity to: 1) Develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing. 2) Manage capital assets such as facilities, equipment, and supplies. DSA is a city entity and follows the City Charter, Administrative Instructions, Personnel Rules & Regulations, and the

Narratives

Department's own Policies & Procedures. The City produces a yearly CAFR and is guided by Governmental Accounting Standards Board (GASB). The accounting and project management of DSA capital assets are managed within the City by DSA and the Department of Municipal Development.

Demonstrates organizational infrastructure in the area of robust financial management capacity and systems and past experience in managing federal grants. As the umbrella agency to senior services in our community, DSA is the recipient of AAA and CDBG programs. DSA has successfully managed the three CNCS volunteer programs for over three decades. As a result, thousands of seniors have experienced the rich benefits gained by volunteering. DSA has received satisfactory audits with all funding entities and is the premiere service provider of senior services, resources, and referrals. DSA offers a variety of social services (I&A, Care Coordination, Home Services, & Volunteer Programs), nutrition/transportation programs (Congregate Meal Sites, Home Delivered Meals, & Transportation), numerous recreation opportunities (senior centers, multigenerational centers, & fitness centers), and administration and fiscal support. DSA is governed by City Goals & Objectives, as well as strategic planning. Performance measures are tracked through identified departmental goals. DSA utilizes long-term strategic goal planning and utilizes the survey of community needs for Continuous Quality Improvement. DSA is in the process of national accreditation of senior centers through the National Council on Aging and continues to strive to improve through outcome-based programming.

Other

Clarification Items

1. Please describe who the attendees of Senior Day at the NM State Legislature would be. That is, would they be RSVP volunteers? Describe in detail the activities of attendees at Senior Day at the NM State Legislature. Please note that lobbying activities would not be allowable as RSVP activities and cannot be organized by RSVP project staff.

Response to Clarification Item #1: Members of the RSVP Advisory Council (AC) attend Senior Day at the NM State Legislature. There have been rare occasions when RSVP volunteers have attended this event. The RSVP AC typically attends the opening ceremony for the day as general participants, sits in legislative sessions, and interacts with other groups within the aging network. If an RSVP volunteer accompanies the AC, their time is not recorded as volunteer service time. Although the RSVP project staff does not organize the visit, a senior center provides a van for transportation to Santa Fe, NM.

Narratives

The funding for the van/transportation is provided by the City of Albuquerque's general fund; no RSVP monies are involved in providing this service.

PNS Amendment (if applicable)

N/A

Performance Measures

Primary Focus Area: Healthy Futures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 69%

% of Unduplicated in the Primary Focus Area: 79%

Performance Measure: 1.1 Educating

Community Need to be Addressed:

According to the annual Map the Meal Gap 2013 study, New Mexico ranks #2 in the nation in food insecurity. Seniors are among the most physically vulnerable in our community. Unique nutritional needs & medical conditions begin to surface when an individual ages. Hunger & food insecurity compromise their health through an inability to maintain their special dietary needs. In addition, an increasing number of seniors on fixed incomes are now raising their grandchildren. Two generations of vulnerable individuals now face hunger together. In NM, 39% of seniors utilize senior nutritional sites, DSA Home-Delivered meals, Meals on Wheels, & senior brown bag programs.

More than 46% of seniors report having to choose between paying for food & utilities, and 37% report choosing between food and medical care; 42% of households with seniors have applied for SNAP benefits, but only 20% are eligible to receive benefits & still need help with food; 50% of households with seniors report having low or very low food security. Thousands of New Mexico's seniors are faced with terrible choices every day. Many live on fixed incomes that do not cover their expenses. Seniors may have outlived their retirement & savings or are primarily dependent on Social Security or disability income. All are at risk of hunger as they struggle to pay for their rent, utilities, medical care, medicines & purchase food. The 2010 Hunger Study revealed that more than 29,025 seniors seek emergency food from Roadrunner Food Bank compared to the 11,000 we served annually just eight years ago. Hunger and the lack of access to nutritious foods compromise their health. Hunger deteriorates their mental and physical well-being. Chronic illnesses worsen with hunger and leave seniors at risk for increased long-term care and hospitalization.

Focus Area: Healthy Futures

Objective: Obesity and Food

Number of
Volunteer **13**
Stations:

Anticipated
Unduplicated
Volunteers: 112

Anticipated
Volunteer
Contributions: 112

Service Activity: Educating

Service Activity
Description: RSVP volunteers will serve as congregate meal site volunteers, conducting outreach and assisting with the enrollment of new participants. Meal site participants will also receive nutrition education and improve their socialization opportunities.

Anticipated
Output: (PRIORITY) H11: Number of individuals getting support, education and/or referrals for hunger

Target: 2000 How Measured: Client Tracking Database

Instrument Description The Department of Senior Affairs/RSVP utilizes the Harmony for Aging database. A report will be completed at the end of each month by each station and submitted to the Program Data Analyst.

Anticipated
Outcome: (PRIORITY) H12: Number of individuals that reported increased food security

Target: 500 How Measured: Survey

Instrument Description A survey will be given to participants by the volunteer station manager at the end of the program year.

Performance Measure: 2.1 Developing/Maintaining Community Gardens

Community Need to be Addressed:

A group of senior gardeners oversee the "El Camino Real Permaculture Garden." Many of the gardeners are lifelong Albuquerque

Performance Measure: 2.1 Developing/Maintaining Community Gardens

residents, single individuals, families or new residents to the Albuquerque area. Whether they are new or seasoned gardeners, they all have the opportunity to learn how to grow varied plants and vegetables, how to conserve water and most importantly learn from one another; some of the best gardening secrets and traditions for successful gardening are in the New Mexico high desert climate. Members of this group will be invited to attend informational/educational discussions regarding healthy eating and nutrition. These discussions will be the priority of this work plan.

Another thing that grows in the garden is a true sense of community and what it means to be neighbors. The garden brings people together for an improved quality of life by creating opportunities for recreation, social interaction, exercise, and education. This project serves as an example to other senior centers to develop a community garden and a gardening club. Participants will grow their own fresh fruits and vegetables. They will be encouraged to take the food home with them to share with their families and neighbors.

Focus Area: Healthy Futures

Objective: Obesity and Food

Number of Volunteer Stations: 1

Anticipated Unduplicated Volunteers: 5

Anticipated Volunteer Contributions: 5

Service Activity: Developing/Maintaining Community Gardens

Service Activity Description: Maintain the community gardens planter boxes, irrigation drip system, help with the planting upkeep and harvesting of garden. Volunteers will also assist with maintenance of structures and pathways in the community garden. In addition, short informational/educational talks will be held on an individual and/or group setting.

Anticipated Output: (PRIORITY) H11: Number of individuals getting support, education and/or referrals for hunger

Target: 20 How Measured: Attendance Log

Instrument Description The Station Coordinator will have all visitors and volunteers sign an attendance log each day that they indicates whether the individual is a volunteer or participant. Individuals (volunteers or participants) will only be counted once so that duplicates do not occur.

Anticipated Outcome: --No outcome selected--

Target: How Measured:

Instrument Description

Performance Measure: 3.1 Companionship

Community Need to be Addressed:

Senior Centers offer independence & encourage healthy, older adults to stay active with exercise programs, educational & social activities to include computer literacy, health management, musical concerts, lectures, theater, pottery, mobilizing volunteers & other services to assist staff. Nearly 70% of all people age 70 and over have some degree of isolation & need more socialization with their peers. Senior Centers are designed to meet individual needs to challenge their mind & body and to encourage seniors in the community to live independently. The idea of "aging in place" has become a key strategy to ensure the quality of life for seniors. Far fewer seniors over the age of 85 are in nursing homes today -- 40% less than in 1985. Seniors of all ages are living

Performance Measure: 3.1 Companionship

longer, healthier lives. According to the National Council on Aging, the national average age of senior center users is 75; 70% are women, and half of them live alone. Most participants visit between one and three times per week for an average of 3.3 hours per visit. Compared with their peers, Senior Center participants have higher levels of health, social interaction, & life satisfaction.

The purpose of Senior Centers is to provide programs & activities in the community that are accessible every day to seniors. This accessibility helps to keep them active as they age. By keeping seniors active, both mentally & physically, seniors stay stronger which helps to support independent living. Visiting a Senior Center and becoming an active member will provide additional benefits, such as socialization & friendships. These benefits cannot be realized & are often times a challenge when you stay at home. Senior Centers provide seniors with social interaction & stimulation, and the chance to get involved in the community while decreasing the feeling of isolation. Participation in a Senior Center helps seniors to stay active and remain independent.

Focus Area: Healthy Futures

Objective: Aging in Place

Number of
Volunteer
Stations: 8

Anticipated
Unduplicated
Volunteers: 440

Anticipated
Volunteer
Contributions: 440

Service Activity: Companionship

Service Activity
Description: RSVP volunteers will serve as senior center volunteers supporting daily activities at the center. Volunteer roles include: coordinating classes and activities, serving as educators, promoting health management, mobilizing other volunteers, driving seniors on trips, and assisting staff at front desk. This will help older adults experience increased social ties/perceived social support.

Anticipated
Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 10000 How Measured: Client Tracking Database

Instrument Description The Department of Senior Affairs/RSVP utilizes the Harmony for Aging database. A report will be completed at the end of each month by each station and submitted to the Program Data Analyst.

Anticipated
Outcome: (PRIORITY) H9: Number of individuals with disabilities having increased social support
Target: 2500 How Measured: Survey

Instrument Description A survey will be given to participants by the volunteer station manager at the end of the program year.

Performance Measure: 4.1 Food Delivery

Community Need to be Addressed:

According to the annual Map the Meal Gap 2013 study, New Mexico ranks number two in the nation when it comes to food insecurity. Seniors are among the most physically vulnerable in our community. Unique nutritional needs and medical conditions begin to surface when an individual ages. Hunger and food insecurity compromise their health through an inability to maintain their special dietary needs. In addition, an increasing number of seniors on fixed incomes are now raising their grandchildren. Two generations of vulnerable individuals now face hunger together. In New Mexico, 39% of seniors utilize senior nutritional sites, DSA Home-Delivered meals, Meals on Wheels, and senior brown bag programs.

Performance Measure: 4.1 Food Delivery

Nearly 70% of all people age 70 and over experience some degree of isolation and would benefit from more socialization. In Albuquerque, and other localities where "aging in place" has become a key strategy, the efforts are demonstrating positive results. Far fewer seniors over the age of 85 are in nursing homes today -- 40% less than in 1985.

Focus Area: Healthy Futures

Objective: Aging in Place

Number of
Volunteer
Stations:

1

Anticipated
Unduplicated
Volunteers: 22

Anticipated
Volunteer
Contributions: 22

Service Activity: Food Delivery

Service Activity
Description:

RSVP volunteers at Meals on Wheels will provide elderly and disabled individuals with social contact each day when meals are delivered. Many times, volunteers are the only people those that are receiving a meal will see during the day. Not only do the volunteers provide friendship and compassion, they are also able to check on the well-being of those served.

Anticipated
Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 100 How Measured: Activity Logs

Instrument Description An activity log will be used. The station manager will collect the data from the individuals that are receiving meals; individuals will be counted, not the number of meals.

Anticipated
Outcome: --No outcome selected--
Target: How Measured:

Instrument Description

Performance Measure: 5.1 Transportation

Community Need to be Addressed:

According to the 2010 US Census, 12% (79,508) of Albuquerque/Bernalillo County residents are 65 years of age or older. Approximately 13.5% live below the poverty level and Social Security is the major source of income for 89% of older adults in the metropolitan area.

Albuquerque/Bernalillo County has 1/3 of New Mexico's 60 + population. Many elderly are no longer able to drive due to poor health, decreased vision, and related declines in driving performance. Many seniors cannot afford to pay for needed transportation to medical appointments, trips to the pharmacy, or the grocery store. Catholic Charities Center for Community Involvement Transportation Service, with the assistance of RSVP volunteers, will help Albuquerque/Bernalillo County seniors overcome the transportation barrier. This will allow them the opportunity to focus on their health and remain independent.

Focus Area: Healthy Futures

Objective: Aging in Place

Number of
Volunteer
Stations:

1

Performance Measure: 5.1 Transportation

Anticipated 19
Unduplicated
Volunteers:

Anticipated 19
Volunteer
Contributions:
Service Activity: Transportation

Service Activity Description: RSVP volunteers at Catholic Charities Center for Community Involvement will provide elderly and disabled individuals with transportation for medical appointments, trips to the pharmacy, and the grocery store. Services will be targeted to the elderly and disabled individuals who do not have adequate transportation and/or cannot afford to pay for such services. Referrals will come from individuals, families, and health/social service agencies.

Anticipated Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 100 How Measured: Activity Logs

Instrument Description An activity log will be used. The station manager will collect the data from the individuals that are receiving transportation services.

Anticipated Outcome: --No outcome selected--
Target: How Measured:

Instrument Description

Performance Measure: 6.1 Training

Community Need to be Addressed:

The Department of Senior Affairs, Sports and Fitness Program is designed to keep older adults active and healthy. The program offers an extensive variety of programs from gentle exercise to strength training class, sporting competitions, recreational activities and health and fitness opportunities. According to the U.S. Department of Health and Human Services, just two and a half hours of physical activity each week can decrease the risk of developing chronic illnesses and even improve mental health.

Older adults who are inactive lose ground in four areas that are important for staying healthy and independent: endurance, strength, balance, and flexibility. Research suggests that an individual can maintain or at least partially restore these four areas through exercise. Physical activity improves fitness and reduces the risk for injury.

Focus Area: Healthy Futures

Objective: Access to Care

Number of
Volunteer
Stations: 1

Anticipated
Unduplicated
Volunteers: 35

Anticipated
Volunteer
Contributions: 35

Service Activity: Training

Performance Measure: 6.1 Training

Service Activity

Description: RSVP volunteers will serve as senior center volunteers supporting daily activities at the center. Volunteer roles include: assist in preparing and implementing fitness exercise routines, prepare facility for fitness classes, instruct participants on safe and proper form in using weight room equipment.

Anticipated Output: H4: Number of clients participating in health education programs.

Target: 1000 **How Measured: Other**

Instrument Description The Department of Senior Affairs/RSVP utilizes the Harmony for Aging database. A report will be completed at the end of each month by each station and submitted to the Program Data Analyst.

Anticipated Outcome: --No outcome selected--

Target: **How Measured:**

Instrument Description

Performance Measure: 7.1 Other community-based activity that serves VETs

Community Need to be Addressed:

In the last 30 years, public health programs have played an increasingly important role in ensuring access to health services. New Mexico's healthcare system has several components. These include: emergency medical services; primary care; medical specialties; dentistry; and long-term care. Due to the limited number of health professionals and staff, there is an increasing need for patient assistance programs to help hospitals and terminally ill patients receiving Hospice services.

Focus Area: Veterans and Military Families	Objective: Veterans & Families Served	Number of Volunteer Stations:	1
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Anticipated Unduplicated Volunteers: 13

Anticipated Volunteer Contributions: 16

Service Activity: Other community-based activity that serves VETs

Service Activity Description:

Anticipated Output: (PRIORITY) V1: Number of veterans receiving CNCS-supported assistance

Target: 150 **How Measured: Activity Log**

Instrument Description An activity log will be used. The station manager will collect the data from the RSVP volunteers to show how many veterans are receiving service.

Anticipated Outcome: --No outcome selected--

Target: **How Measured:**

Instrument Description

Performance Measure: 9.1 Other

Community Need to be Addressed:

Local community organizations need assistance to better serve their clients. Museums, Albuquerque Bio Park, Rio Grande Nature Center and the City of Albuquerque Open Space require volunteers to provide clerical support and docents to guide tours. Public Libraries need assistance with general clerical support. The Albuquerque Convention and Visitors Bureau utilize volunteers at its information booths. Volunteers assist at local hospitals to provide patient escort services, work at the information desks, staff the mobile library book check out to make patient's hospital stays more enjoyable, serve as friendly visitors who provide companionship to patients who are alone, function as day surgery information assistants and work in the gift shops. RSVP charity needlework volunteers make blankets, knit lap robes, hats, bibs, hand and foot warmers etc., that are given to veterans, hospital patients, homeless shelters and US Armed Forces members serving overseas. Volunteers also work at local animal rescue shelters and many other non-profit organizations in the community.

Focus Area: Other Community Priorities

Objective: Other

Number of
Volunteer Stations: 55

Anticipated
Unduplicated
Volunteers: 154

Anticipated
Volunteer
Contributions: 30

Service Activity: Other

Service Activity
Description: RSVP volunteers will serve in local government and non-profits addressing multiple community issues and needs.

Anticipated
Output: OT1: SC1Grantee met their target for community priority activity. (Yes/No)

Target: 1 How Measured: Other

Instrument Description The Volunteer Reporter database and station surveys will be utilized to collect data.

Anticipated
Outcome: --No outcome selected--

Target: How Measured:

Instrument Description

Required Documents

<u>Document Name</u>	<u>Status</u>
Aggregate Dollar Amounts of funding	Sent
Board of Directors	Sent
Community Advisory Group Names and Addresses	Sent
Federal Financial Report User Form	Already on File at CNCS
Financial Management Survey	Sent
Financial Statement Audit or SF-990	Not Applicable
IRS Certification of Non-Profit Status	Not Applicable
Negotiated Indirect Cost Agreement	Sent
Organizational Chart	Sent
Project Director's Job Description	Sent
Recipient Contact Form	Already on File at CNCS
Roster of Volunteer Stations	Sent
Statement of Audit Status	Sent

STATE OF NEW MEXICO

**AGING & LONG-TERM SERVICES DEPARTMENT
INTERGOVERNMENTAL AGREEMENT #15-624-4000-0011**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Aging and Long-Term Services Department**, hereinafter referred to as the “Agency,” and **City of Albuquerque FGP/RSVP/SCP**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Aging and Long-Term Services Department (ALTSD).

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

The Contractor shall perform the work outlined in the Scope of Work, which is hereby incorporated and made a part of this contract as Attachment 1.

2. Compensation.

A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed based upon deliverables as outlined in the scope of work. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$306,040.00. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the DFA. All invoices **MUST BE** received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID.**

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. Reimbursements shall be made by the Department on a monthly basis upon receipt of monthly expenditures and reports furnished by the Contractor. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the

date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, but has already certified that the services or items of tangible personal property have been received and accepted, payment shall be tendered to the Contractor within five working days of receipt of funds from that funding agency.

3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE ALTSD. This Agreement shall terminate on **06/30/2015** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. Termination.

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

D. **Termination Management.** Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax, unless the contract is between two public entities. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.

Disclosure of confidential information shall only be made in accordance with the Inspection of Public Records Act or the applicable state or federal law or regulations.

11. Product of Service -- Copyright.

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. Conflict of Interest; Governmental Conduct Act.

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with Section 10-16-4.3 NMSA 1978, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with Section 10-16-7(A) NMSA 1978 because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State has a substantial interest, public notice was given as required by Section 10-16-7(A) NMSA 1978 and this Agreement was awarded pursuant to a competitive process;

3) in accordance with Section 10-16-8(A) NMSA 1978, (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee

of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with Section 10-16-9(A) NMSA 1978 because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by Section 10-16-9(A) NMSA 1978, this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with Section 10-16-13 NMSA 1978, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with Section 10-16-3 and Section 10-16-13.3 NMSA 1978, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. Amendment.

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Merger.

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and

understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. Penalties for violation of law.

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

19. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the Department of Finance and Administration and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

If, pursuant to this Agreement, the Contractor receives federal funds subject to the Single Audit Act, the Contractor shall submit to the Agency an audit conducted by a certified public accountant in compliance with the Single Audit Act.

20. Indemnification.

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitation of the New Mexico Tort Claims Act.

21. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

22. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

23. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency: Ernesto Ramos
NM Aging & Disability Resource Center
2550 Cerrillos Road
Santa Fe, New Mexico 87505

To the Contractor: City of Albuquerque FGP/RSVP/SCP
Department of Finance and Administrative Services
Treasury Division
P.O. Box 17
Albuquerque, NM 87103

24. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

EXECUTED AND AGREED TO by signatures below.

By: _____
Aging and Long-Term Services Department

Date: _____

By: _____
ALTSD's Legal Counsel – Certifying legal sufficiency

Date: _____

By: _____
ALTSD's Chief Financial Officer

Date: _____

By: _____
Contractor

Date: _____

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: 01-406793-005

By: _____
Taxation and Revenue Department

Attachment 1- Scope of Work
City of Albuquerque FGP/RSVP/SCP

Service Provision

Provide the following services in accordance with the program plan as submitted to, and approved by, the Aging & Long-Term Services Department:

Foster Grandparent Program (FGP): Recruit and place a minimum of 58 Foster Grandparents in schools, child care centers and other congregate settings for children, to provide a minimum of 85608 hours of service during the contract period.

Senior Companion Program (SCP): Recruit and place a minimum of 6 Senior Companions in the homes of frail and disabled elders, to provide a minimum of 6,264 hours of service during the contract period.

Retired Senior Volunteer Program (RSVP): Recruit and place a minimum of 790 volunteers in a variety of community placements, to provide a minimum of 54984 hours of service during the contract period.

Staffing Requirements

Establish and maintain staff positions to perform the following contractual obligations: management, supervision, service provision coordination, accounting, data collection and reporting.

Reporting Requirements

Provide the following reports on the required due dates:

REPORT NAME:

1. Narrative Report

DUE DATE:

Biannually on February 1 for the period July 1 - December 31, and on August 1 for the period January 1 through June 30.

2. Request for Reimbursement

12th day of each month, for the prior month's expenditures until all funds are spent, and final as requested each year

Every third monthly request for reimbursement report must reflect the expenditure of a minimum of one quarter of the annual contract appropriation until all funds are spent. Failure to expend at least one quarter of the annual contract appropriation each quarter (until all funds are spent) may result in sanctions, up to and including reduction in the contract appropriation. All requests for reimbursement must be include supporting documentation

from the entity's accounting system, as well as a year-to-date service data report capturing all service data for New Mexico through the previous month.

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|--------------------------------------|---|
| 4. Service Data Report | 12th day of each month |
| 5. Budget Adjustment Requests (BARs) | As may be necessary; final no later than March 31 |

Budget Requirements

Submit an annual budget and justification for each program by February 1, based upon annual NM state budget and contract timelines, for approval by the Department. Separate budgets, justifications and program plans are to be submitted for FGP, SCP and RSVP.