

1 Section 1. The Mayor is authorized to take all necessary and appropriate
2 steps to enter into a grant agreement with the Corporation for National and
3 Community Service and the New Mexico Aging and Long Term Services
4 Department for the Senior Companion Program in the amount of \$188,267
5 consisting of \$99,827 of Federal funds, and \$88,440 of State of New Mexico
6 funds.

7 Section 2. Funds in the amount \$286,298 consisting of \$99,827 from the
8 Corporation for National and Community Service of this amount \$18,269 is for
9 indirect overhead that will be paid from the grant, \$88,440 from the New
10 Mexico Aging and Long Term Services Department and \$98,031 of City
11 matching funds from the Transfer to Operating Grants Fund Program in the
12 General Fund (110) are hereby appropriated to the Department of Senior
13 Affairs in the Operating Grants Fund (265) for the Senior Companion Program
14 for fiscal year 2018.

15 Section 3. Of the \$98,031 from the Transfer to Operating Grants Program in
16 the General Fund (110), \$4,402 is for indirect overhead.

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



Mayor Richard J. Berry

CITY OF ALBUQUERQUE

Albuquerque, New Mexico

Office of the Mayor

Interoffice Memorandum

June 1, 2017

TO: Isaac Benton, President, City Council

FROM: Richard J. Berry, Mayor *RJB*

SUBJECT: Resolution Authorizing a Grant for the Senior Companion 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 \$286,298 (\$99,827 in Federal funds, \$88,440 State funds and \$98,031 in City matching funds) for the Department of Senior Affairs for the Senior Companion Program. This grant is continuing a long standing program with the Department. The Senior Companion Program recruits seniors aged 55 and older to be a companion to frail persons and helps the individual be independent in their home.

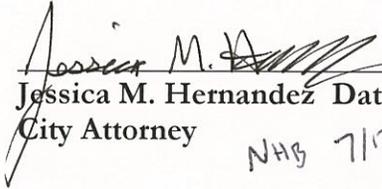
Title/ Subject of Legislation: Resolution Authorizing a Grant for the Senior Companion Program

Approved:



Robert J. Perry 7/26
Chief Administrative Officer Date

Approved as to Legal Form:



Jessica M. Hernandez 7/16/17
City Attorney Date
NAB 7/13/17

Recommended:



Jorja Armijo-Brasher 6/19/17
Director, Department of Senior Affairs Date

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 Senior Companion Program.

2. What will this piece of legislation do?

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

3. Why is this project needed?

This program provides seniors aged 55 and older the opportunity to be a companion to a frail person. The Senior Companion volunteer helps preserve that person's independence by giving them the ability to stay in their home longer.

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 \$99,827 of which \$18,269 is for indirect overhead, New Mexico Aging and Long Term Services Department \$88,440 and City match of \$98,031 of which \$4,402 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 SENIOR COMPANION PROGRAM GRANT WITH 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 SENIOR COMPANION PROGRAM IN FISCAL YEAR 2018.

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			
		2018	2019	2020	Total
Base Salary/Wages		78,083			78,083
Fringe Benefits at	30.51%	23,706	-	-	23,706
Medical		8,331			8,331
Subtotal Personnel		<u>110,120</u>	-	-	<u>110,120</u>
Operating Expenses		153,507	-		153,507
Property			-	-	-
Indirect Costs	8.60%	22,671	-	-	22,671
Total Expenses		<u>\$ 286,298</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 286,298</u>
[] Estimated revenues not affected					
[x] Estimated revenue impact					
Amount of Grant		169,998	-	-	169,998
Grant IDOH		18,269			18,269
City Cash Match		93,629			93,629
City IDOH		4,402	-	-	4,402
Total Revenue		<u>\$ 286,298</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 286,298</u>

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS: This grant supports two FTE. This FIA captures the total cost of the grant. The grant is paying a portion of the IDOH.

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

PREPARED BY:


 FISCAL ANALYST

APPROVED:

 4/17/17
 DIRECTOR (date)

REVIEWED BY:

 7/10/17
 EXECUTIVE BUDGET ANALYST

 7-10-17
 BUDGET OFFICER (date)


 CITY ECONOMIST

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE <small>Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)</small>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction																					
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 04/14/17	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:																					
2b. APPLICATION ID: 17SC194469	4. DATE RECEIVED BY FEDERAL AGENCY: 04/14/17	FEDERAL IDENTIFIER: 17SCWNM008																					
5. APPLICATION INFORMATION																							
LEGAL NAME: City of Albuquerque DUNS NUMBER: 610126690 ADDRESS (give street address, city, state, zip code and county): Department Of Senior Affairs 714 7th St SW Albuquerque NM 87102 - 3814 County: Bernalillo	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Heath V. Barkley TELEPHONE NUMBER: (505) 764-1612 FAX NUMBER: (505) 764-1620 INTERNET E-MAIL ADDRESS: hbarkley@cabq.gov																						
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 856000102	7. TYPE OF APPLICANT: 7a. Local Government - Municipal 7b.																						
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input checked="" type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service																						
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.016 10b. TITLE: Senior Companion Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: SCP of Albuquerque 11.b. CNCS PROGRAM INITIATIVE (IF ANY):																						
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): City of Albuquerque/Bernalillo County, & Native Indian Communities in Cibola & Sandoval Counties .	13. PROPOSED PROJECT: START DATE: 07/01/17 END DATE: 06/30/20 14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="NM 01"/> b.Program <input type="text" value="NM 01"/>																						
15. ESTIMATED FUNDING: Year #: <input type="text" value="1"/>	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																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$ 99,827.00</td> </tr> <tr> <td>b. APPLICANT</td> <td></td> <td style="text-align: right;">\$ 186,471.00</td> </tr> <tr> <td>c. STATE</td> <td></td> <td style="text-align: right;">\$ 88,440.00</td> </tr> <tr> <td>d. LOCAL</td> <td></td> <td style="text-align: right;">\$ 98,031.00</td> </tr> <tr> <td>e. OTHER</td> <td></td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td></td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td></td> <td style="text-align: right;">\$ 286,298.00</td> </tr> </table>	a. FEDERAL		\$ 99,827.00	b. APPLICANT		\$ 186,471.00	c. STATE		\$ 88,440.00	d. LOCAL		\$ 98,031.00	e. OTHER		\$ 0.00	f. PROGRAM INCOME		\$ 0.00	g. TOTAL		\$ 286,298.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL		\$ 99,827.00																					
b. APPLICANT		\$ 186,471.00																					
c. STATE		\$ 88,440.00																					
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e. OTHER		\$ 0.00																					
f. PROGRAM INCOME		\$ 0.00																					
g. TOTAL		\$ 286,298.00																					
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. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Anthony R. Romero	b. TITLE:	c. TELEPHONE NUMBER: (505) 764-6406																					
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 04/14/17																					

Narratives

Executive Summary

The legal applicant is the City of Albuquerque (CoA) Department of Senior Affairs (DSA). DSA offers seniors age 50 and better 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. DSA operates senior centers, multigenerational centers, sports/fitness centers, meal sites, home services, care coordination, information & assistance services, and a central kitchen. 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.

The CNCS federal investment amount of \$99,827 will be supplemented by \$88,440 from the New Mexico Aging and Long-Term Services Department and \$98,031 from the City of Albuquerque Department of Senior Affairs. This funding will support 24 Federal Volunteers and & four State VSYs to the Albuquerque and Bernalillo County metropolitan area and Native Indian communities of Cibola & Sandoval counties. In partnership with five volunteer stations, 22 volunteers will focus on outcome based assignments and will address the focus area of "Healthy Futures" promoting Independent Living. Activities to promote independent living will include: 1) assistance with light household chores 2) grocery shopping 3) nutrition education 4) preparation of light meals 5) promoting exercise and 6) increased socialization. Services assist in decreasing clients' isolation, maintain a connection to respective communities & continue to live independently. Volunteers remain active by participating in volunteer service. The primary focus is to keep seniors living in their homes where their memories of families, children, and friendships are precious to them and they are independent and make sound choices for their lives. Helping seniors keep that independence and security helps them to continue living in harmony with themselves. An additional six volunteers will serve other community priorities and needs. One SCP Volunteer limited by her own chronic disabilities continues a desire to remain useful and productive while providing service to others in a nursing home. This volunteer has been in place for 4 ½ years and has been allowed to continue to avoid disruption of service; this placement allows the program to meet Federal ADA accommodations. This position will be eliminated through attrition.

Strengthening Communities

Narratives

Albuquerque (ABQ) is the largest city in New Mexico (NM) and is ranked the 32nd largest city in the United States. ABQ is the home of the University of New Mexico (UNM), Kirtland Air Force Base (KAFB), and Sandia National Laboratories. It is the county seat of Bernalillo County (BC) 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.

BC population including ABQ's, as of the 2010 Census, is 662,564. The population is currently growing at a steady pace of one to two percent a year. The area's five-year growth rate is projected at 7.2% compared with the national rate of 4%. Of ABQ's population, 12% of persons are 65 years of age or older and 24% of persons are 18 years of age or younger. 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. Hispanics or Latinos (of any race) makes up 46.7% of the population. 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.

ABQ is primarily an urban area with 189 square miles. Urban sprawl is limited on three sides by Sandia Pueblo to the north, Isleta Pueblo and KAFB to the south, and the Sandia Mountains to the east. The Rio Grande River splits the City. BC stretches from the East Mountains just north of the Sandia Mountains to the volcano cliffs to the west where the Petroglyph National Monument is located. ABQ boasts a temperate climate with sunshine more than 300 days a year and has four distinct seasons.

The service community is unique in that many individuals are involved in helping their community. According to the 2012 Volunteering and Civic Life in America report by CNCS, ABQ has an average Volunteer rate of 27.85% and an average of 33.1 Volunteer hours per capita per year. The 2013 report shows a 2% decline in Volunteering in NM (from 27.85% to 25.8%).

According to the 2015 NM census, person 65 and over population growth was estimated at 15.8%.

According to a recent study conducted by Forbes Magazine and recorded at www.cabq.gov,

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Albuquerque is listed in the top 15 cities to retire. The magazine looked at tax structures, climate, cost of living, availability of doctors, driving environment, crime rates and the opportunities for an active lifestyle.

These retired seniors will enjoy volunteering in SCP and these same seniors may need assistance later in life and the Senior Companion Program will be there for them.

Senior Companions' service will focus on Healthy Living/Independent Living and Respite by providing friendly visits/companionship to identified clients and caregivers. Annual (or as needed) review of care plans and letters of agreement will help determine if needs are being met and adjusted accordingly. The service provided gives clients the opportunity to tend to their own needs of completing errands, shopping, household tasks, and, the ability to have a connection to their respective communities, provide a sense of maintaining social ties, and help to maintain independent living. Caregivers experience relief from the day-to-day responsibilities of caregiving with respite at no cost to keep loved ones from entering nursing homes or other institutions prematurely.

The community, clients, volunteer stations & caregivers provide input via the Advisory Council (AC) Annual Customer Satisfaction Survey, & through phone calls, letters, cards, etc., and as determined by community needs and the sponsoring agency's Rules, Regulations, Policies & Procedures. The project maintains permanent records of the Annual Customer Satisfaction Survey, Annual SCP Volunteer Evaluations, Performance Measures and other records as required by governing funders. Monthly calls from the SCP staff are made to the clients or client families to see how SCP services are helping them and if they are satisfied with the service provided.

The CoA SCP has a full time Project Director plus one full time Office Assistant. The Project Director has over eight years experience as a Data Analyst and 30 years as an administrator. The Project Office Assistant will collect data, compile results, and prepare reports. Data collection starts once the volunteer attends pre-service. The SCP staff will maintain communication and conduct trainings and reviews with Station Supervisors through site visits, phone calls, and electronic correspondence. The Memorandum of Understanding between the CoA DSA SCP and Volunteer Stations will ensure that data for the adults served can be secured and that the SCP staff, Advisory Council members, and/or the Project Sponsor will be allowed access for site visits for observation and evaluations at any time.

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Station supervisors evaluate the Volunteers' performance annually or as needed. These results will be used to counsel Volunteers, identify the need for additional training, and may be used to determine future placement or reassignment to a different station.

The SCP will use various Excel databases for data management and comparison to report project performance and National Performance Measure outputs and outcomes. These databases will measure the number of adults served, their assessments made by DSA Case Manager, special needs, respite information, veteran status, etc. Volunteer data, such as enrollment, criminal history check, physical, annual evaluation, vehicle insurance, current NM Drivers License, and income verification dates and client information will be managed in an Excel database. The Excel database is an excellent tool for managing Volunteers' and Clients' personal data and has been utilized for over a decade.

The City of Albuquerque Department of Senior Affairs tracks progress of goals through monthly Goals & Progress Reports. An Annual Customer Satisfaction Survey collected by Advisory Council Members 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 SCP.

Recruitment and Development

To ensure that new Volunteers are prepared for the assignments, the SCP provides two days of pre-service training. Over the two days Volunteers are introduced to the DSA's services and resources and SCP policies and procedures (Handbook). Volunteers are made aware of the benefits of Volunteering such as better health, increased socialization, friendships and giving back to their communities. Volunteers are informed of their tax exempt benefits; stipends, meals and travel reimbursements and are also informed of supplemental insurances while on duty, paid holidays and birthday. Volunteers receive training on providing quality companionship to their clients and how to deal with different populations and difficult situations. Pre-service training provides the essential components while serving clients, procedures to identify and report adult abuse and how to perform at their highest level of performance. Pre-service training also covers prohibited activities such as fundraising, religious or political activities. Pre-Service training videos from CNCS include: Senior Companions (Serving with Compassion, Caring as Friends), Getting Involved Through National Service and What Would You Do (Senior Companion Training Session One). Also utilized is The Golden Years (A Glimpse into the hidden problem of Elder Abuse) by Goldpitt Productions.

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Volunteers are also instructed on appropriate and inappropriate activities and time/mileage time sheets. Volunteers are informed of offenses that are subject to disciplinary action and their rights through the Program's grievance procedure. Volunteers are given homework (questions on the Program Handbook) on the first day to be graded on the second day of pre-service.

Volunteers complete 12 hours shadowing an experienced / seasoned Volunteer during which time they observe how the Senior Companion interacts with their clients, what activities or errands they can do with their clients and experience why volunteering is beneficial to them and how their visits touch the lives of the clients they visit. Additional shadowing and training is provided as needed or upon request. Volunteer stations provide training on their confidentiality policies, safety procedures, accident reporting, and rules and regulations.

SCP offers high quality experience for volunteers by providing a variety of monthly In-Services and supplemental training. Speakers from various fields are scheduled to provide workshops on topics that will assist Senior Companions in their assignments such as providing respite, Alzheimer's, diabetes, bipolar disorder, exercise, nutrition, defensive driving, First Aid & CPR, etc. Supplemental trainings are made available during non-working hours and weekends. Volunteers will receive an annual review of the handbook and receive updates at monthly in-services.

As a benefit of serving as a Senior Companion, Volunteers receive membership cards for the Department of Senior Affairs at no cost. Volunteers will be afforded opportunities to enhance their skills through classes at senior centers and meal sites. The free membership allows Volunteers to take their clients to senior centers and meal sites so clients can socialize, enhance their skills and to eat a well-balanced meal. A copy of the ABQ 50+ DSA Activities and Sports & Fitness Catalog is given to all Volunteers. Volunteers are encouraged to take extra copies to give to their clients so they can jointly decide what to do together on another visit.

An annual Volunteer Participant Survey is collected from Volunteers to evaluate their satisfaction. Volunteers share their experience with the community by assisting SCP staff at booths at community events and attending Advisory Council meetings or serving on the Council. Volunteers also share their experience with the community when they wear their Senior Companion Program "ASK ME how you

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can be a volunteer" button or when talking to other seniors at a senior center, while shopping with their clients or with personal family and friends. Volunteers share experiences with their fellow Volunteers by meeting together or calling one another to share effective practices and to encourage and empower one another. SCP Volunteer Leaders share their experiences with newly recruited Volunteers at pre-service by sharing their experiences, answering questions, and are encouraged to assist in recruitment, training & orientation of new volunteers.

Volunteer assignments will be developed through Memorandum of Understanding (MOU) agreements with Volunteer Station Supervisors. The SCP will ensure that assignments are well-developed and of high quality by reviewing the MOU with individual Station Site Supervisors. Volunteer assignments and activities will provide high quality experience that will enrich the lives of the volunteers and meet critical community needs, providing specific outcomes for the clients served. Assignments will reflect individual SCP volunteer preferences to the greatest extent possible and offer a range of service opportunities to provide a choice of assignments. Volunteer applicants will be matched to assignments based on their application, interview question responses and physical examinations. When a Volunteer's physical exam reveals limitations or disabilities, assignments will be tailored to their abilities. Clients served by Volunteers will be older adults who have one or more physical, emotional or mental health limitation and are in need of assistance to achieve and maintain their dignity and highest level of independent living. The assignments and activities will be one-on-one relationships. Client Care Plans (CCP) and Letters of Agreement for each client and will be completed by the station supervisor. It will indicate specific tasks and desired results of the Senior Companion. The CCP will be signed by all involved parties or representatives and include all necessary information.

BC population including ABQ's, as of the 2010 Census, is 662,564. The population is currently growing at a steady pace of one to two percent a year. The area's five-year growth rate is projected at 7.2% compared with the national rate of 4%. Of ABQ's population, 12% of persons are 65 years of age or older and 24% of persons are 18 years of age or younger. 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. Hispanics or Latinos (of any race) makes up 46.7% of the

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population. 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.

According to the 2015 NM census, person 65 and over population growth was estimated at 15.8%.

SCP recruits individuals ages 55+ from diverse races, ethnicities, sexual orientations, religious backgrounds, disabilities, nationalities and diverse languages by presenting at community events, partnering with community agencies, doing outreach through department functions, writing media articles, and through "word of mouth." Flyers and brochures are distributed to over 50 Low Income & Affordable Housing units, various senior residential units/trailer parks, eight Albuquerque Senior/Multi-Generational Centers, 17 Meal Sites, eight Bernalillo County Community Centers and the Senior/Elder Centers of Acoma, Isleta and Jemez pueblos. Flyers are also posted on several family and friends Facebook pages. Volunteer opportunities are posted on the following websites: City of Albuquerque Volunteer Now, Volunteer Match, All for Good, and United Way of Central New Mexico. SCP van has 3 (24 inch x 18 inch) magnets that advertise the SCP program. In addition, volunteer opportunities are advertised each month in local publications, such as the Prime Time Monthly. To attract Volunteers, veterans, military family members, and individuals with disabilities, Program information is distributed at the Veterans Integration Center, local American Legion chapters, VFW (Veterans of Foreign Wars) chapters and DAV (Disabled American Veterans) chapters. Information has been distributed to the New Mexico Asian Family Center (NMAFC), the Albuquerque Indian Center and to the local Social Security Ticket to Work program that finds jobs and volunteering opportunities for individuals that receive Social Security Disability. Retention to Volunteers with age-related disabilities, assignments are tailored to their abilities when annual physical exams reveal limitations.

SCP brings people of diverse backgrounds together through networking & partnerships in the community; outreach & presentations conducted by staff, volunteers & AC members. Advertisements in local publications and Brochures & recruitment flyers are available throughout our service areas. SCP provides service to clients of many cultures; oftentimes volunteers are placed with clients of different ethnic or cultural backgrounds. Current volunteers include former teachers, CNAs, homemakers, nurses, etc. Albuquerque's diverse population allows the SCP of Albuquerque to engage all types of individuals to participate in the SCP. Several volunteers are veterans and enjoy serving

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their country in a different capacity. Recruiting material is in English and Spanish.

The City of Albuquerque/Bernalillo County, under the umbrella of the Department of Senior Affairs (DSA) has sponsored SCP for over 30 years. Several active Senior Companions have served over 10 years. Senior Companions are a valuable asset and every effort is made to retain them through continued recognition and appreciation. Every volunteer is treated with the upmost dignity and respect. SCP Staff are understanding, compassionate, and go the extra mile to make each volunteer feel wanted and valued. SCP Staff give encouragement, emotional support and empower the Volunteer. Great recognition events are planned and volunteers are recognized throughout the year in many ways. Some of the more significant recognitions include cards which are frequently sent to the Volunteers to include birthdays, get well wishes, sympathy notes, and thank you notes. Winter Volunteer Recognition consists of a luncheon with gifts from the Advisory Council and community partners. Senior Companions are nominated throughout the year for various awards. The Senior Companion Program received the 2017 City of Albuquerque Mayors Volunteer Group of the Year Award and several Volunteers received awards at the 2017 New Mexico Commission for Community Volunteerism Summit. These Awards speak powerful words to the community about the Volunteers commitment to the program, their community and to themselves. The Annual Years of Service Pinning Ceremony is a plated lunch and service pins to Volunteers. Other recognition events include attendance at the NM Conference on Aging or Senior Day at the NM State Fair, recognition trips to the various Pueblos, and the DSA Annual Volunteer Recognition which is a plated breakfast held in May at a local hotel honoring all senior Volunteers in the Department. The AC rewards volunteers for the recruitment of new volunteers.

Program Management

Management of Volunteer stations will begin by obtaining MOU agreements with Volunteer Station Supervisors. The MOU will be reviewed with the authorized signatory and any questions answered. SCP Supervisor will also review the SCP Handbook with the Volunteer Station Supervisor to include "appropriate, inappropriate, and prohibited" activities. SCP's Project's goals and National Performance Measure outputs and outcomes will also be discussed. The Volunteer application is reviewed to ensure it is complete and accurate. Staff ensures Volunteers have completed and passed their CoA background check and the National Service Criminal History Check (NSCHC) before placing them with clients. Volunteer Stations and volunteer assignments are managed utilizing project tools which include Client Care Plans, Letters of Agreement, Memorandums of Understanding, Volunteer Job

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Descriptions, and annual surveys. Understanding job preferences and interests, conducting an initial review of Client Care Plans and follow-up calls to volunteers and clients with ongoing T/A, practicing good communication, and providing annual program evaluations assure meaningful placements within the SCP. To ensure a high quality project, goals and objectives are reviewed through on-going assessment of the results of the Annual Customer Satisfaction Survey, monthly/quarterly/annual reports, SCP volunteer evaluations, and performance measures. Changes in programming are made to meet the needs of the SCP as required. End of year reports will indicate project accomplishments and the impact on the community and the client population. Volunteers meet with Volunteer Station Supervisors, at least every two weeks to report time and mileage; SCP staff has on-going communication with volunteers through telephone calls and at monthly in-service. It is within these opportunities SCP volunteers can be evaluated for physical or mental changes and referred for appropriate assessments as needed. Changes in placements will be reviewed for safety with appropriate accommodations made when able. The SCP AC is long established with general oversight by the SCP and the DSA; there is ongoing recruitment of members; the AC conducts the annual customer Satisfaction Survey and is responsible for acquiring additional resources with fundraising and networking with community partnerships. MOUs with Volunteer Stations are renewed with each new grant period and reviewed annually to ensure compliance and amended as needed. New MOUs are generated as Volunteer Stations partner with SCP. Annual income eligibility review is conducted each January after Social Security Letter of Benefits are received by SCP Volunteers to ensure continued eligibility with SCP. Annual physicals are required as well as verification of required documents (i.e. auto insurance, emergency data, etc.).

The MOU will ensure that the SCP staff, Advisory Council members, and/or the Project Sponsor will be allowed access for site visits for observation and evaluations. The Project Director and staff will conduct annual SCP volunteer evaluations on-site to ensure compliance of regulations with the volunteer station and SCP and that volunteers are performing their assigned service activities. In addition, quarterly on-site visits aid in addressing that community needs are being met. Unannounced site visits or phone calls to clients will also be made at random times throughout the program year. The SCP staff operates under an open door policy that allows Volunteers to report feedback regarding their assignments and to answer any questions or concerns. An Annual Volunteer Site Survey will be conducted by the Advisory Council which includes participant and station representative testimonials.

Narratives

DSA has sponsored SCP for over 30 years. DSA is also responsible for reporting to the State of NM and to the City Council to show that their investments are improving the community. Throughout the years SCP has always collected data from Volunteer stations to measure the effectiveness of the partnership and the impact made by Volunteers. As grant requirements have changed, measurement tools have been improved to ensure that the proper data is collected. The new measurement tools and databases ease collection and protect the integrity of the data. Over the last two years, data from the SCPAC Annual Program Evaluations results show that 82.7% of Senior Companions felt they were happier and more productive while serving as a Senior Companion. 100% of homebound clients said they were pleased with Senior Companions visiting them. 81.1% of clients were less lonely and 83% were more satisfied with their life having a Senior Companion visit them. DSA also manages the RSVP (Retired & Senior Volunteer Program) and FGP (Foster Grandparent Program). DSA oversees six Senior Centers, two Multigenerational Centers and two Fitness Centers that provide socialization, recreation, exercise, services, meals, and activities for seniors.

Organizational Capability

The City of Albuquerque (CoA) is a local government entity and has the infrastructure to provide sound programmatic and fiscal oversight of Senior Corps Programs. The CoA has successfully managed the three CNCS Senior Corps programs for over three decades and is a recipient of Area Agency on Aging (AAA) funding. Albuquerque was one of the first cities to participate in the Mayors Day of Service and is an Employer of National Service. The CoA is recognized nationally for its superb services for seniors. The CoA produces a yearly Comprehensive Annual Financial Report (CAFR) and is guided by the Governmental Accounting Standards Board. The CoA Department of Finance and Administrative Services will stay abreast with updates from the Council on Financial Assistance Reform and Office of Management and Budget (OMB) guidance on Administrative Requirements, Cost Principles, and Audit Requirements, for Federal Awards (2 C.F.R. 200). The Project Director has met with the City of Albuquerque's Central Grant Administrator to discuss key impacts on CNCS grants, such as, 2 CFR §200.112 Conflict of Interest, §200.303 Internal Controls, §200.317-200.326 Procurement Standards, §200.501 Audit Requirements, and 2 C.F.R § 200.414 Indirect Costs. DSA has developed SCP specific policies and procedures based on the SCP Operations Handbook, the Code of Federal Regulations (CFR), and the OMB Circular for State, Local, and Indian Governments.

Day to day programmatic operations will be managed by the SCP Project Director. The SCP Project

Narratives

Director will receive daily support from the DSA Fiscal Officer and two clerical staff members. The Project Director develops the grant budget with costs that are allowable, reasonable, and necessary. The Project Director maintains cuff reports separate from the financial records maintained by the Fiscal Officer. The Fiscal Officer and the Project Director will work together to reconcile and report on grant revenue and expenditures to ensure compliance with budget requirements. This collaborative effort will ensure accountability and efficient and effective use of available resources, maintain the Direct Benefit Ratio, Match Requirements, and In-Kind contributions.

The Staff Positions assigned to the project to ensure the accomplishment of the program objectives are:

Heath V. Barkley, SCP Project Director/Program Supervisor, has over 13 years of experience as the SCP Office Assistant and a year experience as SCP Project Director/Program Supervisor. SCP is in a transitional period. Heath is a 13-year Navy Veteran in which he served eight years as a Data Analyst, served as a Missionary to Mexico and has served in various governmental positions. He has an Associate's Degree in Liberal Arts with several credits towards his BSW degree. He was awarded the President's Lifetime Achievement Award for over 4000 volunteer hours. He brings enthusiasm, change and new direction for the program as the new Project Director. During his first year of leadership as SCP Project Director, the Senior Companion Program received the 2017 City of Albuquerque Mayors Volunteer Group of the Year Award and several Volunteers have received awards from the New Mexico Commission for Community Volunteerism.

The Project Director develops and maintains community relations with Volunteer Stations, works with the Fiscal Officer to control the Project budget and monitor Volunteer Service Year expenditures, works with HR to review Volunteer criminal history findings and determine eligibility, reviews Volunteer performance evaluations, handles Volunteer disciplinary actions, and supervises one staff position.

Dustin S. Salazar, SCP Office Assistant, has worked over seven years as an Automation Desk Clerk for the Department of the Interior University and has over 10 years experience in customer service. Dustin is three credits from obtaining his Bachelor's Degree in Psychology from the University of New Mexico with a minor in Native American Studies. Dustin is bilingual and is instrumental in recruiting

Narratives

Spanish speaking seniors to the program. Dustin will assist with Volunteer time and mileage sheets, preparing Volunteer stipend and reimbursement requests, and processing accounts payable. He is also responsible for the day to day activities of the program including volunteer recruitment, clerical duties, scheduling all monthly in-service trainings, speakers, and workshops and maintenance of program data & more. He also serves as the Projects liaison to the Advisory Council coordinating Council meetings and compiling meeting minutes.

The SCP staff works as a team to recruit, enroll, train, retain, recognize, empower and encourage Volunteers, maintain Volunteer files and databases for reporting to accomplish program objectives.

Indirect Sponsor support positions are:

Jorja Armijo-Brasher, DSA Director, oversees the Volunteer programs, senior centers, multigenerational centers, case management & social services, information & assistance, health & fitness, home repair, home delivered meals, transportation, and fiscal. She has a Master's degree in Elementary Education; Early Childhood Education from UNM and over twenty years of experience in teaching.

Anthony R. Romero, Associate Director/Sponsor Representative, has over 17 years of management experience and provides guidance, oversight, and human resources/marketing expertise. He has a Bachelor's Degree in Human Resource Management from the University of New Mexico. Mr. Romero serves as the Programs liaison to the City Council and secures the local support and contributions from The CoA general fund.

Joy Klotz, Division Manager, provides guidance and oversight for all three Senior Corps Programs. She has over forty years in Social Services and more than thirty years in management of private and government grant programs. She also has nearly 30 years of experience with volunteer program development and management.

Karen Lopez, Fiscal Manager, has an MBA in Accounting and has managed grants for 17 years; she has worked in the fiscal area for nearly 20 years.

Narratives

Erica Garcia, Fiscal Officer, has an Associates degree in Business Administration and has managed grants for seven years; she has worked in the finance area for more than 14 years.

Together the SCP staff and Sponsor supportive staff accomplish program objectives.

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.

The CoA has the capacity to develop and implement internal policies and operation procedures to provide governance and manage risk. COA is self-insured. The City's accounting, financial reporting, and payroll, are managed by the Department of Finance and Administrative Services (DFAS). DFAS maintains transparent systems in a manner that inspires confidence and trust in government. The DFAS uses PeopleSoft Financial software. The Central Purchasing Division provides material management support to departments and oversees procurement of all goods and services using PeopleSoft eProcurement system. The Risk Management Division promotes the health and safety of employees. The Human Resources Department oversees employee benefits and relations and develops personnel rules and regulations. The Department of Municipal Development works with each department to manage capital assets. The DSA Transportation Division has sedans, 15-passenger vans, mini vans and wheel chair accessible vans.

The CoA is audited annually by an independent auditor to inspect the financial statements of federal awards and identify material weaknesses or significant deficiencies.

Other

Appropriations from both CNCS and from the State of New Mexico (reflected in Grantee Share/Match) are based on previous years' budgets and are not yet finalized. This grant budget will be amended if needed.

In the grant budget the Excess column reflects Local funds from the City of Albuquerque (CoA). Reflecting CoA funds in Excess does not imply that all costs are unallowable, however; sufficient funds have been included on the Personnel and Fringe line items to allow for fundraising if CNCS or NM appropriations are reduced.

Narratives

The advantages of setting the budget up in this manner are:

- * clear separation of federal, state, and local (City) funds allow fiscal staff to reduce errors due to comingling funds,
- * streamlines report preparation,
- * stays consistent with other internal budget formats,

In addition, this allows the CoA the ability to fully expend the dollars granted to us from each outside funding source. If we were to move the local dollars from the Excess column to the Grantee Share column, we would not have the flexibility to ensure that we could fully utilize our appropriations.

In Budget Section 1 Volunteer Support Expense; Other Volunteer Costs, for Criminal Background Checks: eGrants will not allow the budget narrative to be edited. The help desk was notified of this issue. The dollar amount in this line item is correct but the narrative should read, "Criminal Background Checks: \$70.33 for 20 new volunteers for FBI fingerprinting through 3M Cogent."

For Budget Section 1 Volunteer Support Expense; Indirect Costs:

Per OMB 2 C.F.R § 200.414, Appendix V, section F, the cognizant agency responsible for review and approval [of Indirect Cost Rate Proposals] is the Federal agency with the largest dollar value of total Federal awards with a governmental unit. A governmental unit must develop an indirect cost proposal and maintain the proposal and related supporting documentation for audit. In years past, the City of Albuquerque's cognizant agent was the Department of Housing and Urban Development (HUD). Now The CoA has a new cognizant agency, the Federal Transit Administration (FTA), as FTA now provides the largest amount of federal funds to the City. An Indirect Cost Rate agreement has been submitted to FTA but has not yet been audited or approved by FTA. A copy of the proposal is included in the required documents submitted by email to the CNCS State Office.

PNS Amendment (if applicable)

N/A

Performance Measures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 79%

% of Unduplicated in the Primary Focus Area: 79%

Performance Measure: 2.1 Companionship			
Community Need to be Addressed:			
AARP conducted a study in 2009 based on an online survey of 1,677 family caregivers, all of whom had provided unpaid care to a family member reports: 1) a large majority of caregivers provide care for a relative (86%); over 1/3 take care of a parent. The average age of today's caregiver is 49, and the average age of today's recipient is 69.3; older caregivers 65+ are most likely to be sole caregivers without the support of other unpaid caregivers. Caregivers provide an average of 20 hours of care per week. 2) Average age of recipients has increased from 2004 findings to 69.3; caregivers report providing services to recipients with long term disabilities, short term disabilities, or a combination of both and "old age." 3) Most family caregivers who provide help with five or more medical or nursing tasks believe they are making an important contribution, primarily helping their family member avoid placement in a nursing home. However, they are also more likely than those who perform fewer tasks to report feeling depressed or helpless. More than 1/3 reported being in fair or poor health; the longer a caregiver has been providing care the more likely she or he is likely to report failing health. There are indications that caregiving is becoming more emotionally stressful for some and that some are experiencing more financial hardship fulfilling this role than five years ago. These conditions are leaving many seniors at the risk of premature institutionalization.			
Focus Area: Healthy Futures	Objective: Aging in Place	Number of Volunteer Stations:	3
Anticipated Unduplicated Volunteers: 8			
Anticipated Volunteer Contributions: 13			
Service Activity: Companionship			
Service Activity Description:	Twenty (20) caregivers reporting the need for additional support to avoid placement of a family member in a nursing home will receive respite a minimum of 4 hours weekly from 8 volunteers in partnership with 3 volunteer stations.		
Anticipated Output:	H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service		
Target: 24	How Measured: Activity Logs		
Instrument Description Volunteer time records, care plans, & letters of agreement.			
Anticipated Outcome:	H14: Number of caregivers who reported having increased social ties/perceived social support		
Target: 20	How Measured: Survey		
Instrument Description Survey of caregivers supporting family or others with dementia/ disabilities who report experiencing increased social ties & perceived social support.			

Performance Measure: 3.1 Serving Non-Veterans			
Community Need to be Addressed:			
Adult Day (ADC) Service provides a safe environment for seniors and adults with dementia and/or other disabilities. ADCs offer respite for caregivers, daytime meals, opportunities for socialization and stimulating activities to enhance or maintain motor & mental skills. Clients often are frail, may have dementia or multiple medical conditions. Many clients require one-to-one attention that staff cannot always provide. Share Your Care ADC staff indicates 28 clients attending ADC would benefit from the one-on-one service and companionship/attention from a SCP volunteer by assisting with redirection & encouraging participation in daily group or individual activities to increase socialization.			
Focus Area: Healthy Futures	Objective: Other Healthy Futures	4	

Performance Measure: 3.1 Serving Non-Veterans		
Anticipated Unduplicated Volunteers:	5	Number of Volunteer Stations:
Anticipated Volunteer Contributions:	6	
Service Activity: Serving Non-Veterans		
Service Activity Description:	In partnership with four Adult Day Care sites twenty eight (28) clients will receive one-to-one attention/companionship from three volunteers a minimum of 10 hours weekly; clients will be encouraged to socialize and participate in single or group activities.	
Anticipated Output:	OT2: Number of other older adults and individuals with disabilities served.	
Target:	28	How Measured: Other
Instrument Description Volunteer time records, care plans & letters of agreement.		
Anticipated Outcome:	—No outcome selected—	
Target:		How Measured:
Instrument Description		

Performance Measure: 4.1 Companionship		
Community Need to be Addressed:		
The 2010 census reports a senior population in Bernalillo County (60+) of 76,195 or 15.5% of the total population. Of these, 300 have been identified by partnering agencies as being frail, isolated, having chronic disabilities, may be homebound and at risk of being prematurely institutionalized; 26 of these clients are in the surrounding Native Indian communities of SCP service area; all of these clients would benefit from SCP services. Many of the clients have no, or limited family support and have multiple diagnoses that can be exacerbated by their loneliness and lack of support. Most of the identified clients are lower income and cannot afford to pay for in-home care; in addition, services are limited or not available to several of the smaller rural Indian Communities.		
Focus Area:	Healthy Futures	Objective: Aging in Place
		Number of Volunteer Stations: 5
Anticipated Unduplicated Volunteers:	14	
Anticipated Volunteer Contributions:	22	
Service Activity: Companionship		
Service Activity Description:	In partnership with 5 volunteer stations, 14 SCP volunteers will visit 170 frail, homebound, isolated seniors in their homes to provide friendly visits, companionship, assist with light household chores, light meal preparation, exercise, errands and assistance with ADLs. Senior Companions will be assigned 3-5 clients to provide 4 hours weekly of in-home visits & companionship. Limited transportation for shopping & medical purposes may be provided.	

Performance Measure: 4.1 Companionship	
Anticipated Output:	(PRIORITY) H8: Number of individuals receiving independent living services
Target: 170	How Measured: Activity Logs
Instrument Description Volunteer time records, care plans & letters of agreement.	
Anticipated Outcome:	(PRIORITY) H9: Number of individuals with increased social support.
Target: 150	How Measured: Survey
Instrument Description Surveys of recipients reporting increased social ties and perceived social support as a result of receiving SCP services.	

Performance Measure: 5.1 Serving Non-Veterans	
Community Need to be Addressed:	
Nursing Home (NH) residents often times have limited contacts outside of their resident facilities, little or no family support, and have multiple chronic diagnoses that can be exacerbated by their loneliness and lack of support. They may remain isolated in their respective rooms; limit their socialization and participation in scheduled activities. One partnering agency identifies twenty five NH residents as being isolated and "room bound" and would benefit from friendly visits and companionship provided by a SCP volunteer. One SCP Volunteer limited by her own chronic disabilities continues a desire to remain useful and productive while providing service to others. This volunteer has been in place for 4 1/2 years and has been allowed to continue to avoid disruption of service; this placement allows the program to meet Federal ADA accommodations. Please note that this station will be eliminated through attrition.	
Focus Area: Healthy Futures	Objective: Other Healthy Futures
	Number of Volunteer Stations: 1
Anticipated Unduplicated Volunteers: 1	
Anticipated Volunteer Contributions: 1	
Service Activity: Serving Non-Veterans	
Service Activity Description:	One SCP volunteer in partnership with one agency will visit fourteen identified residents throughout the week on a regular schedule to encourage participation in activities outside of their rooms, increase socialization and enhance the quality of their lives. SCP volunteers with their own disabilities continue to provide SCP service. One SCP volunteer in partnership with one agency will have daily visits with six identified residents to encourage participation in activities outside of their rooms, increase socialization and enhance the quality of their lives.
Anticipated Output:	OT2: Number of other older adults and individuals with disabilities served.
Target: 14	How Measured: Other
Instrument Description Volunteer's time sheets, care plans & letters of agreement.	
Anticipated Outcome:	—No outcome selected—
Target:	How Measured:
Instrument Description	

Required Documents

<u>Document Name</u>	<u>Status</u>
Aggregate Dollar Amounts of funding	Not Applicable
Articles of Incorporation	Not Applicable
Board of Directors	Sent
CPA Certification	Not Applicable
Community Advisory Group Names and Addresses	Sent
List of the names of any Funding Organizations/Sources	Sent
Negotiated Indirect Cost Agreement	Sent
Organizational Chart	Sent
Project Director's Job Description	Already on File at CNCS
Roster of Volunteer Stations	Sent
Statement of date of last A133 audit	Sent
Statement of whether applicant is subject to A133 audit	Sent

Budget Narrative: SCP of Albuquerque for City of Albuquerque

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
FTE Project Director @ \$23.00/hr: - 1 person(s) at 49753 each x 100 % usage	1,284	19,952	49,753	28,517
1 FTE Office Assistant @ 13.09: - 1 person(s) at 28330 each x 100 % usage	1,283	19,952	28,330	7,095
CATEGORY Totals	2,567	39,904	78,083	35,612

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 7.65% of salary x 2 staff	0	1,846	5,973	4,127
Health Insurance: Health, vision, dental for 2 employees at \$4166 /year/employee	0	2,022	8,331	6,309
Retirement: PERA 19.41% of salary x 2 staff	0	6,263	15,157	8,894
Life Insurance: .66% of salary x 2 staff	0	235	508	273
Retirement insurance: 2.00% of salary x 2 staff	0	700	1,562	862
Unemployment & insurance: 0.65% of salary x 2 staff	0	253	506	253
CATEGORY Totals	0	11,319	32,037	20,718

C. Project Staff Travel

Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
In state: Staff local travel re-imbursement for use of POV for travel to program events: IE meetings, training & other administrative duties: In state: Staff Mileage reimbursement for 2 staff @ \$.56/mile.	100	25	340	215
In-State: Fuel, & Maintenance for Program Van: In State: Fuel, & Maintenance for Program Van	4,137	0	5,500	1,363
CATEGORY Totals	4,237	25	5,840	1,578

Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/ Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
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Out-of-State: Project Director to attend National and/or Cluster conference/s: Location and fees are dictated by conference coordinators; includes room, air fare, per diem and registraton fees.- Meals/Lodging 500 Trans 700 Other 800	1,000	0	2,000	1,000
CATEGORY Totals	1,000	0	2,000	1,000

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
CATEGORY Totals	0	0	0	0

E. Supplies

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
File folders, binders, paper, desktop items, misc. office supplies: Costs are pre-determined by City contracts and/ or retailers.	1,500	266	3,866	2,100
Laptop, Special projects/events, software: Costs are pre-determined by City contracts and/ or retailers.	500	0	5,000	4,500
CATEGORY Totals	2,000	266	8,866	6,600

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Speakers and instructors for volunteer trainings: Predetermined by contract.	200	0	1,000	800
ISD, Copier/printer/computer mainteance: Predetermined by contract.	1,000	0	1,000	0
Translation Services for pubs/trainings Local/Excess: Predetermined by contract.	0	0	800	800
CATEGORY Totals	1,200	0	2,800	1,600

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check - 59/each for 39 funded volunteers + 10 additional recruits = \$2891 for required background checks. DPS \$15 3M Cogent \$44:	0	0	0	0
Communications/Printing/Postage:	1,046	644	2,130	440
NSCHCs: Criminal Background Checks: \$77.30 FBI checks for 20 new volunteers:	1,470	90	1,560	0
Conference fees for Annual Aging Conferance for Volunteers/SCP Staff/SCPAC:	0	0	1,900	1,900

CATEGORY Totals	2,516	734	5,590	2,340
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J. Indirect Costs

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
Fixed: Total Direct Costs: 8.6 of direct costs \$263, 627 (total budget minus indirect costs)with a rate of 8.6 and a rate claimed of 0	18,269	0	22,671	4,402
CATEGORY Totals	18,269	0	22,671	4,402
SECTION Totals	31,789	52,248	157,887	73,850
PERCENTAGE	20%	33%		

Section II. Volunteer Expenses

A. Stipends

Item - #-Annual Stipend	CNCS Share	Grantee Share	Total Amount	Excess Amount
Corporation Funded: - 24 x 2767	66,408	0	66,408	0
Non-Corporation Funded: - 4 x 2767	0	11,068	11,068	0
CATEGORY Totals	66,408	11,068	77,476	0

B. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals: Meals: In-Service trainings, brown Bag reimb @ \$1.25/day for 20 vols and 20 alternate vols, snacks for In-Services. Monthly reimbursement will vary based on service hours; volunteers may receive in-kind meals f	405	4,046	4,853	402
Uniforms: Not applicable	0	0	0	0
Insurance: (CIMA) Supplemental insurance provided to volunteers as required by CNS for supplemental medical, automobile and life while conducting program service.	0	300	383	83
Recognition: Recognition: for vols, SCPAC, station reps, cards & flowers, Veterans Corps, Winter Vol Appreciation, Mayors Day, Years of Service ceremony, recognition trips and meals, gifts, venue, entertainment, etc.	125	1,477	4,138	2,536
Volunteer Travel: Vlntrs receive .45/mi to/from assignments, not to exceed 250 mi/mo determined by distance and # of visits; errands @ .45/mile. 2 days max 10 mi wk/client and 3 days max 15 mi wk/client. Vlntrs using "Job Access" reimbursed at \$1 per day.	1,100	19,301	41,461	21,060
Physical Examinations: Physicals: co-pay/co-ins. reimbursements	0	0	50	50
Senior Center Memberships: Senior Center Memberships local/excess	0	0	50	50

CATEGORY Totals	1,630	25,124	50,935	24,181
SECTION Totals	68,038	36,192	128,411	24,181
PERCENTAGE	53%	28%		

BUDGET Totals	99,827	88,440	286,298	98,031
PERCENTAGE	35%	31%		

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	New Mexico Aging & Long Term Services Department City of Albuquerque/ Department of Senior Affairs
Section II. Volunteer Expenses	New Mexico Aging & Long Term Services Department City of Albuquerque

VOLUNTEER PROGRAM BUDGET

CONTRACTOR:

City of Albuquerque Department of Senior Affairs

PROGRAM: (check one)

FGP:

SCP:

RSVP:

SF17

Category	Funding Source			TOTAL BUDGETED
	FEDERAL	STATE	LOCAL	
A. Volunteer Support Expenses				
1. GRANTEE PERSONNEL EXPENSES (Position/Title, Quantity, Annual Salary, % time)				
Project Director 100% at \$49,753	1,284	19,952	28,517	49,753
Office Assistant 100% at \$28,330	1,283	19,952	7,095	28,330
				0
				0
Funds in Local/Excess for time for grant writing / fundraising				0
				0
Category Total	2,567	39,904	35,612	78,083
2. GRANTEE FRINGE BENEFITS (Item Description)				
FICA: 7.65% of annual salaries		1,846	4,127	5,973
Health Insurance: Health, Vision, & Dental for 2 employees at \$4,166 per year per employee		2,022	6,309	8,331
Retirement: PERA 19.41% of annual salaries		6,263	8,894	15,157
Life Insurance: 0.66% of annual salaries		235	273	508
Unemployment & Insurance Tax: 0.65 of salary x 2 staff		253	253	506
Retiree Healthcare: 2% of annual salaries		700	862	1,562
Funds in Local/Excess for time grant writing / fundraising				0
				0
Category Total	0	11,319	20,718	32,037
3. GRANTEE STAFF TRAVEL (Purpose-Calculation) *indicate in-state/out of state				
In-State: Staff mileage reimbursement \$0.56	100	25	215	340
In-State: Fuel, & Maintenance for Program Van	4,137		1,363	5,500
Out-of-State: Project Director to attend National and/or Cluster conference/s	1,000		1,000	2,000
Category Total	5,237	25	2,578	7,840
4. GRANTEE EQUIPMENT (Item/purpose, quantity, unit cost)				
				0
N/A				0
				0
				0
Category Total	0	0	0	0
5. GRANTEE SUPPLIES (Item, purpose, calculation)				
File folders, binders, paper, desktop items, misc. office s	1,500	266	2,100	3,866
Laptop, Special projects / events, software	500		4,500	5,000
Supplies for SCPAC meetings and recruiting events				0
Category Total	2,000	266	6,600	8,866
6. GRANTEE CONTRACTUAL SERVICES (Purpose, calculation)				
Speakers and instructors for volunteer trainings	200		800	1,000
ISD, Copier/printer/computer maintenance	1,000			1,000
				0
Translation Services for pubs/trainings Local/Excess			800	800
Category Total	1,200	0	1,600	2,800
7. OTHER GRANTEE COSTS (Purpose, calculation)				
Communications / Printing / Postage	1,046	644	440	2,130
NSCHCs: \$77.30 FBI checks for 20 new vols.	1,470	90		1,560
Conf. fees for Annual Aging Conf. for vols/staff/SCPAC			1,900	1,900
IDOH: 8.6% of direct costs \$263,627	18,269	0	4,402	22,671
Category Total	20,785	734	6,742	28,261
8. TOTAL VOLUNTEER SUPPORT EXPENSES				
SECTION TOTALS	31,789	52,248	73,850	157,887

Category	Funding Source			TOTAL BUDGETED
	FEDERAL	STATE	LOCAL	
B. Volunteer Expenses				
1. VOLUNTEER PERSONNEL EXPENSE--STIPENDS (Item, number, annual stipend)				
Corporation Funded (24 x \$2767)	66,408			66,408
State Funded (4 x \$2767)		11,068		11,068
Local Funded (0 x \$2767)				0
Category Total	66,408	11,068	0	77,476
2. VOLUNTEER FRINGE BENEFITS (Item Description)				
Meals: In-Service trainings, brown bag reimb for 20 vols + 20 alternate vols	405	4,046	402	4,853
Senior center memberships local/excess			50	50
Physicals: co-pay/co-ins. reimbursements			50	50
CIMA Insurance policy		300	83	383
Category Total	405	4,346	585	5,336
3. VOLUNTEER TRAVEL (Purpose, calculation)				
Mileage & Public Transportation reimb at \$0.45		19,301		19,301
SCP client errands \$0.45 per mile x 10 miles day or /15			21,060	21,060
Job Access taxi service 4 vols at \$1 per day	1,100			1,100
Category Total	1,100	19,301	21,060	41,461
4. VOLUNTEER EQUIPMENT (Item/purpose, quantity, unit cost)				
				0
N/A				0
Category Total	0	0	0	0
5. VOLUNTEER SUPPLIES (Item, purpose, calculation)				
				0
N/A				0
				0
				0
Category Total	0	0	0	0
6. VOLUNTEER CONTRACTUAL SERVICES (Purpose, calculation)				
				0
N/A				0
Category Total	0	0	0	0
7. OTHER VOLUNTEER COSTS (Item description, purpose, calculation)				
Recognition: for vols, SCPAC, station reps				0
Cards & Flowers, Veterans Corps, Winter Vol Appreciation				0
Mayors Day, Years of Service ceremony				0
Recognition trips and Meals, gifts, venue, entertainment, etc.	125	1,477	2,536	4,138
Category Total	125	1,477	2,536	4,138
8. TOTAL VOLUNTEER EXPENSES				
SECTION TOTALS	68,038	36,192	24,181	128,411

	FEDERAL	STATE	LOCAL	TOTAL
SECTION A	31,789	52,248	73,850	157,887
SECTION B	68,038	36,192	24,181	128,411
GRAND TOTAL	99,827	88,440	98,031	286,298