

APPENDIX G2

SERVICE PROVIDER APPLICATION FORMATS

Provider Name: Southwest Focal Point Senior Center

Contract Period: July 1, 2020 – June 30, 2021

Funds Requested: General Revenue Contract (LSP)

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A. PROGRAM MODULE

A.I. SERVICE PROVIDER SUMMARY INFORMATION

PSA: 10

ORIGINAL SUBMISSION ☒
 REVISION ☐

<p>1. PROVIDER INFORMATION:</p> <p>Project Director:</p> <p>JAY SHECHTER 301 NW 103rd Avenue Pembroke Pines, FL 33026</p> <p>954-450-6888</p> <p>Legal Name of Agency:</p> <p>Southwest Focal Point Senior Center</p> <p>Mailing Address:</p> <p>301 NW 103rd Avenue Pembroke Pines, FL 33026</p> <p>Telephone Number: [954]450-6888</p>	<p>2. GOVERNING BOARD CHAIR:</p> <p>Mayor Frank C. Ortis 601 City Center Way Pembroke Pines, FL 33025</p> <p>954-450-1020</p> <p>Name of Grantee Agency:</p> <p>3. ADVISORY COUNCIL CHAIR:</p> <p>Kettly Nicoleau 20781 NW 9th Court Building 8 #101 Miami, FL 33169</p> <p>786-290-1319</p>																					
<p>4. TYPE OF AGENCY/ORGANIZATION:</p> <p>NOT FOR PROFIT: <u> </u> PRIVATE <u> X </u> PUBLIC</p> <p>PRIVATE FOR PROFIT</p>	<p>5. PROPOSED FUNDING PERIOD:</p> <p>July 1, 2019 – June 30, 2020</p> <p>A. New Applicant B. Continuation <u> X </u></p>																					
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<input type="checkbox"/> USDA	<input type="checkbox"/> EHEAP																					
<p>7. SERVICE AREA: <input checked="" type="checkbox"/> Single County <u>Broward</u></p> <p><input type="checkbox"/> Multi county: List:</p> <p>Selected Communities of a County. Specify:</p>																						
<p>8. ADDRESS FOR PAYMENT OF CHECKS ITEM #: <input checked="" type="checkbox"/> #1 <input type="checkbox"/> #2</p>																						
<p>9. CERTIFICATION BY AUTHORIZED AGENCY OFFICER:</p> <p>I hereby certify that the contents of this document are true, accurate and complete statements. I acknowledge that intentional misrepresentation or falsification may result in the termination of financial assistance.</p> <p>Name: <u>Charles F. Dodge</u> Signature: _____</p> <p>Title: <u>City Manager</u> Date: _____</p>																						

A. II. GENERAL INFORMATION

A.II.1. NEEDS ASSESSMENT:

The Southwest Focal Point Senior Center (SWFP) abides by the findings of the Area Agency on Aging Area Plan to provide supportive senior services to those seniors residing in the Southwest sector of Broward County.

The Area plan was developed from an assessment of the needs of the area determined by public input which involves public hearings, and the solicited input of those affected, their caregivers, and the service providers.

The SWFP catchment area includes a high concentration of elderly population due to the presence of retirement communities as well as numerous condominium dwellings. Our twenty-nine years of experience in serving senior clients has aided in the evolution and expansion of programs to continue to meet the ever-changing needs of the contemporary senior citizen.

The SWFP employs diversified methods of assessing the service needs in the community. Staff are trained to give particular attention to the types of demands for service presented to the SWFP via two municipal departments, public officials and administration, area social workers and social service agencies, hospitals, physicians, local police and fire departments, code enforcement officers and victim advocates agencies. This information is discussed with the Project Director and/or presented at departmental staff meetings, public forums and advisory boards in an effort to determine actual needs, and strategically plan solutions.

Scheduled speaking engagements in the community afford the Project Director, and other key service coordinators to have direct contact with seniors and caregivers and note their concerns and inquiries regarding services. These meetings provide a forum for individuals to voice their concerns, and familiarize themselves with the services that are available. The SWFP dutifully assumes the responsibility up on their inquiries regarding services and make provisions for those needs. Question and answer sessions are promoted for input and feedback, and suggestions for programs.

Various specialized methods are utilized in assessing the appropriate needs concerning waiting list clients. The structured intake process is a primary tool that allows for a one-on one interaction between the client and intake worker. The intake process affords intake workers the opportunity to focus on the specific needs of the client.

Facilitating Caregiver support groups has also proved to be a useful tool in determining client's needs. The sharing of ideas among client, caregivers and service Coordinators introduces information that can be utilized in providing appropriate services to the clients as well as improvements to the service.

In recent years the SWFP has developed collaborative partnerships within the community which has allowed for the expansion of services, particularly in the Social Services area. Counseling, Nursing, Occupational Therapy and additional Social Work needs are being met by outstanding relationship with local universities whom share our vision on the importance of education, service and intergenerational programming.

Furthermore, demand for services resulting in the generation of a waiting list assists the Project Director in considering expansion services. The SWFP has endeavored to rise to the occasion of expansion, particularly in the Adult Day Care Services and Transportation Services area, to procure additional funding from multitude of funding sources in the attempt to alleviate postponing services to the elderly and preventing early placement.

A.II.2. TARGETING:

The range of services offered, and the location and accessibility of the SWFP site allows us to deliver appropriate services to those in greatest social and/or economic need with emphasis on low-income and/or minority elderly.

Upon initial Screening /Assessment into our program, functional impairment or disability, inadequate housing environment, and informal support systems are assessed. Additionally, advanced age, living arrangements alone with family or with non-family, racial, ethnic, cultural and language minority status are properly prioritized , and appropriate arrangements are made to fully service those of varied needs to the maximum extent possible.

Center-sponsored programs such as Citizenship Classes, the Emergency Home Energy Assistance Program, and programs coordinated for the handicapped such as the Visually Impaired Program (VIP) assist in targeting low-income, minority, and handicapped clients. Brochures explaining services are made available in Spanish and Creole. The no fee, donation only status for service is highlighted.

In an effort to further target and accommodate non-English speaking clients, activities calendars, special events flyers and brochures are provided in Spanish

The SWFP serves as a Nutrition Site via Broward Meals on Wheels to provide a nutritionally balanced meal daily to participants on a donation-only basis.

Handicapped-equipped vehicles are utilized at the SWFP to transport disabled seniors, and the facility is deemed handicap accessible.

In addition, the SWFP has made a special effort to satisfy the Americans with Disabilities Act, (ADA) requirements by making adequate provision for persons with disabilities. Through the assessment and referral process individuals with physical, cognitive or visual disabilities who are functionally unable to use the regular fixed-route bus system are identified and guided through the process to ensure adequate transportation. All drivers are trained on how to safely and properly assist seniors that are visually-impaired, hearing-impaired, mobility-impaired and/or frail.

Our Adult Day Care Program include interviews with caregivers as part of the intake process to determine the need for respite services, ascertain caregiver burn out, and refer caregivers to the supportive counseling groups offered. The Adult Day Care Program was outsourced, to Easter Seals South Florida, Inc., in October 1, 2009 but services and programs continue to provide our senior clientele and caregivers the support needed.

Speaking engagements are scheduled on an on-going basis with a multitude of community agencies and groups i.e. Miramar/Pembroke Pines Chamber of Commerce, Memorial (East & West) Hospitals, COOPA at Century Village, low-income dwellings particularly Pembroke Towers and Driftwood Terrace, municipalities etc. in an effort to provide information concerning available services. The aforementioned presentations assist the SWFP in identifying functionally impaired or disabled persons, frail elders living alone or with non-relatives, low-income, and minority clients as well as those isolated with lack of access to social and or recreational activities.

Additionally, panel discussions headed by the Mayor of Pembroke Pines allows for interaction with social service agencies, churches, and community groups. This networking provides a successful means to reach more low income, income eligible and minority individuals as well as persons with disabilities in need of core social services.

The bilingual abilities of the staff population is an added plus in the execution and success of the program, and as the community grows and changes, the SWFP will endeavor to make every attempt to ensure that adequate and efficient service is made available to those who are most in need.

OUTREACH

Information regarding the SWFP Senior Center is provided to the public in several ways. Monthly press releases concerning programs at the SWFP Center are submitted to local newspapers. A good relationship exists with the Community News, The Miami Herald and the Sun Sentinel. The linkages, which exist, are also helpful in providing our clients with the opportunity to be included in feature stories. In addition, the media helps us to publicize special events and center programs scheduled during the year. A monthly calendar of events is mailed to senior government subsidized housing projects, condo groups, and other senior organizations. Numerous Community publications periodically include a listing of the SWFP Services offered on a no-fee basis.

The SWFP Center has developed an informational brochure, which describes the services available, and is updated on a yearly basis. The brochure is also available at Pembroke Pines City Hall, other city offices, doctors' offices, local businesses, HRS and Food Stamps Offices.

Informational flyers detailing each of the services available at the center are prominently displayed by the Social Services division so that visitors and clients will have access to needed information. Brochures (also available in Spanish and Creole) feature handicap accessibility, as well as low-income sponsored programs with emphasis on "no fee" services.

The SWFP Center also uses the back of utility bills from the City of Pembroke Pines to advertise special events, and the Pembroke Pines News publication to feature center information and programs.

The center also hosts the VIP (Visually impaired Program) at the Senior Center Site, which is specifically designed to assist and train clients that are visually impaired.

The SWFP Center services are publicized in the Community Service Council Computer Network. All of the Service Coordinators as well as the Project Director solicit and always respond positively to invitations to speak on behalf of the center. A basic outreach plan is formulated yearly.

SWFP Senior Center
OUTREACH PLAN 2020-2021

Organization/ Project	Presenter	Topic	Estimated Date
Pines Place	Project Director Center Staff	SWFP Services	Bi-Annually
Century Village Hollybrook	Project Director	SWFP Services	Bi-Annually
Applicable Condominium dwellings	Project Director	SWFP Services	Bi-Annually
Volunteer Organization of Century Village	Activities Supervisor	SWFP Services Volunteer Program	Bi-Annually
Miramar Satellite (Senior Center)	Social Services Coordinator	VIP Program Language Classes	Annually
(Government Subsidized Housing) Driftwood Terrace Hollywood Pembroke Towers	Social Services Coordinator	EHEAP	May & September
Cooper City (Senior Center)	Social Services Coordinator	EHEAP	Annually
Miramar/Pembroke Chamber of Commerce	Project Director	SWFP Services	Quarterly
Business EXPO (Pembroke Lakes Mall)	Social Services Coordinator	Full Display- Highlighting Focal Point Services, Needs survey	September
Holly Lakes (Mobile Park Assoc.)	Social Services Coordinator	SWFP Services EHEAP	May & September
Memorial Health Care System	Social Services Coordinator	F.P. Services	Bi-Annual
Broward League of Cities	Project Director Center Staff	SWFP Services	Annually
Community Services Organizations (i.e. Rotary, Club Kiwanis, Moose Schools etc.)	Project Director Center Staff	SWFP Services Special Events	Monthly

*NOTE: Additional Speaking engagements are calendared upon request on an on-going basis disseminating information concerning SWFP Services and specialized services offered.

A.II.3. ELIGIBILITY AND ASSESSMENT/REASSESSMENT PROCESS

The SWFP is mandated to service persons 60 years of age and older residing in the Southwest sector of Broward County. All potential clients are interviewed via a structured intake process to accomplish initial assessment upholding the guidelines as set forth by the department of Elder Affairs and Older Americans Act criteria.

The Screening/Assessment Service is critical as it determines whether an individual meets the criteria and is eligible for accessing a particular service, the type and level of service needed, and whether a referral is necessary.

The Internal Utilization Review Committee comprised of the Social Services Coordinator, Recreation Coordinator, Transportation Coordinator, and Human Services Administrator has been developed at the SWFP to specifically address changing and special needs clients. This systematic, multi-dimensional approach is instrumental in accomplishing the reassessment of registered clients.

The Information Service is coupled with the Referral Service and primarily implemented by the Social Services Coordinator. Initial intake information obtained from the client is used for basic assessment, and affords determination of needs and initiates the referral process. Reassessment is accomplished via the follow-up procedures established for the service, and the Utilization Review Committee process. The Social Services Coordinator will continue follow-up measures until it is determined that services were received, the need met, or the problem solved.

Criteria or standards such as physical and mental status, family support system or living alone, ability to perform the activities of daily living and need for socialization are all considered in the assessment and reassessment process. Although the eligibility and assessment/reassessment process criteria apply to all clients to obtain service, particular criteria is mandated on an individual service basis.

Eligibility for the Recreation Services falls under the basic criteria for admission. Special need clients are targeted in the process, and assistance is provided to those clients in need for field trips and special events. The "Buddy System Program" is available for non-English speaking clients, and/or visually impaired clients. Special attention is given to chaperone ratio and safety. All senior outings are accompanied by a Nurse, designated staff and trained volunteers.

Reassessment for participation in recreational activities is made via the Utilization Review Committee when problems are noted. Reassessment may warrant one on-one assistance on field trips, referral to Day Care, or initiation of the Buddy System Program.

The Health Support Service is available to seniors meeting the basic guidelines for center admission. The Social Services Coordinator conducts further assessment to determine existing health problems of the individual and possible solutions including coordination with family, caregivers and/or referral to exercise programs to extend maximum support.

The Social Services Coordinator measures client progress based on case notes with a plan for follow-up. When progress is stagnated or a setback occurs, reassessment and/or referral is affected.

The Utilization Review Committee is also a key method for noting changes in client health status. Specific examples include clients experiencing difficulty with participation of normal center activities such as boarding the vans, stagnated participation in recreational activities, behavioral changes, and decline in depth and feedback to determine the necessity of appropriate placement within the system.

In addition to the mandated screening/assessment, the Social Services Coordinator interviews clients requesting service to establish whether informal conversational counseling or supportive counseling is warranted or the need for specialized counseling referral is necessary. By means of this professional assessment, individual and family strengths can be determined so that a basic strategy can be formulated to resolve problems, eliminate stresses, or develop solid coping mechanisms. The Social Services Coordinator formulates a therapeutic framework, and sets goals with a plan for follow-up.

All potential clients for transportation services are interviewed and professionally assessed via the structured intake process. The intake process in keeping with the guidelines stipulated by the Older Americans Act, and is the major tool utilized in identifying the service need of each person. During the intake process, the focus is on the individual in need, and where applicable, the involvement of other family members or friends currently assisting the client.

The SWFP has initiated several measures to ensure that individuals navigate the system safely and effectively, and that their changing needs as well as special needs are met. The involvement of the entire transportation division as well as other key personnel is crucial in maintaining the effectiveness and efficiency of the service to the clients.

In addition, several steps have been initiated and proven to be beneficial. They include scheduled and unscheduled conferences between individual clients and such persons as the Transportation Administrator, Transportation Coordinator, and other service Coordinators. Ongoing feedback from drivers is also helpful as they are constantly in contact with the client. They routinely relay any unusual observation, which are always verified by an appropriate service Coordinator. In addition, first hand observation of clients on an off the vehicles further helps in identifying their changing needs and determining ways in which we can be of assistance to them.

Reassessment may become necessary when goals are attained or new problems or circumstances are introduced. Reassessment of goals may also occur when goal achievement becomes a problem.

The Utilization Review Committee is also a source of assessment when client behavioral changes or problems are noted or maladjustments are presented.

Adult Day Care provided by Easter Seals South Florida, Inc. to those perspective participants that are 60 years or older, reside in Broward County, are frail and functionally impaired and/or in need of a program which provides a protective environment, and remedial and

restorative services accompanied by respite services.

Potential clients to the Day Care Program are screened by means of a comprehensive assessment conducted by a medical professional to determine the severity of impairment, and eligibility for admission to the program. Other professional staffs are available to assist in assessment in specific areas.

Participant care plans are utilized as reassessment tools and therapeutic and rehabilitative frameworks to document changing needs of the functionally impaired individual.

The Utilization Review Committee serves to note deterioration of function in clients, and many times reassessment is warranted to refer clients attending the general population program to the Day Care Program for provision of individual assistance.

An in-depth interview with the caregiver, and/or observation of the perspective participant assists the coordinator in assessing the social and emotional status of the client. Utilizing a team approach, the LPN assesses the medical needs of the client to help formulate a comprehensive care plan. The care plan is also used as a reassessment tool to document any changes in function the client may experience.

Transportation reassessment is initiated via the Transportation Coordinator when client needs change (i.e.: the client no longer has access to a car, or diminished function eliminates the possibility of retaining driving privileges).

Client evaluation via the coordinator or the Utilization Review Committee may indicate that the need for additional referral services may be appropriate for the individual. This systematic, multidimensional approach is instrumental in helping clients continue to perform the tasks of daily living, and maintain their independence.

A.II.4. DESCRIBE SYSTEM FOR CONSUMER PRIORITIZATION:

Provision of essential basic needs for seniors to maintain independence and function is the primary focus. Special coordination efforts are established with area social workers, Elder Helpline and local police agencies.

Priority is given to those clients in greatest social and/or economic need. Referrals via network social service agencies are given immediate attention. Seniors living alone, or left alone during the day are given priority as well as caregiver status and need for immediate respite services is taken into consideration. Crisis situations warrant priority status in all instances at the SWFP. A crisis is defined as a client and/or caregiver experiencing emotional, physical and/or financial difficulty as determined by assessor.

Telephone and walk-in clients are handled accordingly with special consideration to crisis. Referral arrangements are scheduled according to the severity of needs presented. Individuals in need of food, housing, health care, financial aid, and counseling are of utmost concern, and are addressed individually and an immediate referral plan is developed including follow-up strategies and/or case management.

In the event that a client is in need of long-term care, the Social Services Coordinator would refer the client or caregiver to the CARES Program within the Department of Elder Affairs Program Office. If necessary the Social Services Coordinator and Human Services Coordinator would assist the CARES team of nurses in evaluating the client's health condition to determine whether nursing home or alternative services are needed. Additionally, the Social Services Coordinator would refer the client and/or caregiver to the adult payments unit for determination of financial eligibility for the institutional Care Program, and follow-up to ensure that appropriate and necessary services are obtained by client or caregiver.

When abuse, neglect, or exploitation is confirmed by client or is primarily suspected, Florida Department of Children and Family Aging and Adult Services Program office is contacted. The individual that has come across this information should relay this to the Social Services Coordinator, or the Intake Worker for proper referral to Adult Protective Services. The case is described in detail to the case manager who receives the initial call, who in turn hands the case over to respective investigators. The referral and all progress of the case is documented in the clients' personal file.

In the event that a report is made by a third party; i.e. phone calls to center, the Social Services Coordinator is to instruct the individual making the report to contact the Florida Department of Children and Family Aging and Adult Services office. This procedure is implemented due to the fact that the person making the call has first-hand knowledge of the situation personally, in a position to make an accurate and complete report, which is important in these instances.

When the Social Services Coordinator receives a referral from the Elder Helpline, the client would be serviced according to their needs by providing the resources that the present agency has available to them. Client concerns often addressed are personal care and homemaker services, energy assistance information, Shine insurance program information, Assisted Living

Facility, and Nursing Home Information.

A Utilization Review Committee established at the S.W.F.P. composed of key staff members including the Social Services Coordinator, Recreation Coordinator, Transportation Coordinator, and the Human Services Coordinator has been highly successful in meeting the needs, and prioritizing the registered clientele that present specific problems or maladjustments. All staff affords the opportunity to attend the scheduled meetings via an agenda to discuss specific clients and situations and effective placement and referral processes.

In addition, the Utilization Review Committee is alerted by this referral process to insure the existing problem is documented, and the special-need client is addressed in depth on an individual basis. Clients are also prioritized as to severity of presenting illness or problem with special attention to securing immediate health and mental health care services for all clients via the SWFP or specific referral to an appropriate agency, hospital or physician.

In the Adult Day Care Program prioritization for admission is based on The CIRTSS generated priority score and specific criteria defined as, older individuals with the greatest economic or social needs and individuals at risk of institutional placement, with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency and older individuals residing in rural areas. Indicators of older persons with a high probability of service need are: functional impairment or disability, inadequate housing and environment, homebound, living alone, low-income minority, limited English proficiency, isolation and lack of access to social and recreational activities, caregiver "burn out," or high-risk nutritional status. Crisis situations as mentioned above warrant priority status in all instances as determined by assessor.

Transportation services are provided on a priority basis to those in greatest social and/or economic need. The service is scheduled according to severity of need presented, primarily the urgency for medical attention such as appointments for physical problems that require immediate attention. All other routine medical appointments are scheduled on a reservation basis. It is also deemed priority to transport seniors without a support system to grocery stores, pharmacies, medical appointments, nutrition programs, SWFP Programs, i.e. (Health Support, Day Care, Counseling) etc. in an effort to help them maintain their independence and access needed core social services and referral information.

In an effort to assist the department in alleviating lengthy waiting lists, the City of Pembroke Pines provides additional transportation dollars dedicated solely to provide transportation to the Southwest Broward elderly. In addition, a City Shuttle Bus route has been initiated 6 days per week to assist in servicing clients in the far western areas.

A.II.5 QUALITY ASSURANCE

Consumer Satisfaction: Accountability for the project is vested in the Project Director, the Area Agency on Aging and the Pembroke Pines City Manager.

The SWFP employs several methods to receive participant feedback. There is a nutrition site within SWFP. Each January, the SWFP schedules an Advisory Council election. One function on this council is to meet monthly with the Project Director as an advocate of the participants to discuss center issues.

The Project Director endeavors to spend as much time as possible in direct client contact. This personal contact and interaction provides an opportunity for clients to share their feelings.

The SWFP distributes a Client Satisfaction Survey yearly. The survey is specifically designed to encourage client input as to programming ideas, activities, classes, special events, and quality of the services being provided. Results of the surveys will be kept on file as a reference for future program planning and effectiveness for current services, and submitted to the Area Agency prior to the end of the contract year. Each service coordinator evaluates survey results, and makes appropriate changes as appropriate.

In addition, evaluation and client satisfaction surveys are implemented by sub-contracting agencies (i.e. Broward Meals on Wheels, Broward County School Board and survey results are submitted to the project for review.)

The Project Director schedules staff meetings on a quarterly basis. The purpose of these meetings is to air concerns, address problems and solutions, define policies and procedures when necessary, recruit help from other staff for major projects, and promote comradery, teamwork and build staff unity. The Project Director meets with staff on an individual basis frequently to discuss progress and share ideas as to accomplishment of objectives. The Project Director promotes an open door policy for all staff and clients. Staff's training sessions are scheduled appropriately.

Additionally, Staff Administrators and Coordinators facilitate scheduled Review Meeting monthly with staff. This affords staff an opportunity to review problems, improvements, and accomplishments of the program.

b. Internal Evaluation Process: Ongoing training for staff is consistent with efficient and effective service delivery. The Administrators and Coordinators routinely schedule and/or facilitate training seminars for service staff. The Area Agency on Aging conducts yearly monitoring concerning all SWFP service related programs. Compliance with all program standards and procedures are verified at this time. Likewise, yearly on-site Safety Compliance Reviews are conducted by Broward County and the Department of Licensure.

All reports required by the Area Agency on Aging and DOEA will be maintained. The City of Pembroke Pines accepts the monitoring procedures of the Department of Elder Affair and Area Agency on Aging to insure that all guidelines are maintained.

A.III. DESCRIPTION OF SERVICE DELIVERY

SERVICE: Transportation PROGRAM(S): Focal Point Senior Center
Southwest Sector

A.III.1. SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

A.III.2. DAYS AND HOURS OF OPERATION:

Monday - Friday 7:30 AM - 4:30 PM
Scheduled evening or weekend trips or special event.
Services will not be available on the following days:

07/03/19 – Independence Day	12/25/19 - Christmas Day
09/07/19- Labor Day	01/01/21 – New Year’s Day
11/11/19 - Veteran’s Day	01/18/21- Martin Luther King Jr. Day
11/26/19 - Thanksgiving Day	02/15/21 – President’s Day
11/27/19 – Day After Thanksgiving	05/31/21 - Memorial Day

A.III.3. DESCRIBE THE SPECIFIC ACTIVITIES

The Southwest Focal Point Senior Center is committed to providing safe, efficient and reliable transportation service to individuals who are 60 years of age and older residing in the Southwest section of Broward County. Service area boundaries span from County Line Road South, 441 East, State Road 84 North and to US 27 West. Service is provided Monday through Friday, 8:00 a.m. to 4:00 p.m., and on weekends for special trips only. It affords persons in greatest social and/or economic need access to the Southwest Focal Point Senior Center (a nutrition site), medical and dental appointments, pharmacies, grocery stores, social service agencies, shopping malls, banks, post offices, driver license bureaus, center-sponsored field trips, as well as cultural and civic events. Special attention is extended to seniors with disabilities. Priority is also given to crisis situations, primarily the urgency for medical attention such as dialysis, life sustaining therapies, and out-patient services.

In addition, the Focal Point has made a special effort to satisfy the requirements of the Americans with Disabilities Act, (ADA) by making adequate provisions for persons with disabilities.

The Transportation Division is staffed by trained and licensed individuals who are sensitive to the changing needs of the older population. An added dimension is the bilingual capabilities of the transportation staff. This attribute complements the diverse groups of clients that are served. Besides the obvious benefit of effective communication that a bilingual staff affords, this promotes a feeling of confidence among clients and also indicates to them that their individual well-being is sincerely taken into consideration at all times. The 34-member staff included an administrator, dispatcher, scheduler, 2 part-time clerical specialists, and 30 drivers – 4 of which work part-time and 10 are on-call drivers who work as needed.

All drivers are mandated to be in possession of a state of Florida Commercial Driver's license, class B or higher, with passenger endorsement. They are certified in CPR and are trained in critical areas such as first aid procedures, defensive driving, passenger assistance and sensitivity, passenger relations, emergency and evacuation procedures, daily pre-trip inspections of vehicles, Americans with Disabilities Act, and other areas. In addition to a structured in-house training program established by the Transportation Administrator for the transportation division, strong support and participation comes from the City of Pembroke Pines' Human Resources Department, the National Safety Council, South Florida Chapter, the Area Agency on Aging of Broward County, as well as Broward County Transit.

For the convenience of the riders, transportation to and from the Focal Point site is provided daily on a subscription basis. All other trips are provided on an as-needed basis. New clients are added to the program utilizing a scheduling and routing system created in Access database. The Transportation staff constantly examines the schedules and routes in order to promote optimum service.

Routes are designed with the elderly in mind. One hundred percent (100%) of all trips, including wheelchair trips, are assigned to routes in advance. Door-to-door service is offered to every rider. Trips are multi-loaded to achieve maximum efficiency and are scheduled to provide for timely arrival of clients to their destination. Each trip is designed to eliminate excessive ride time. Average ride time for each trip is limited to less than 40 minutes, or less than twice the normal, direct-route ride time for a particular trip. Exceptions to this arrangement include inclement weather, vehicle mechanical problems, and the like. The transportation staff is readily adaptable and flexible when unforeseen circumstances such as these become a factor in maintaining regularly scheduled service. Back-up plans are efficiently initiated in these cases in order to avoid interruption of service to clients.

In compliance with the provision of Florida Statute (FS) 341.061 and Rule, Chapter 14-90, Florida Administrative Code, the City of Pembroke Pines has always maintained a structured System Safety Program Plan. The division engages in on-going efforts to ensure the overall safety of the system. This facet of the operation is critical as the issue of safety is considered a high priority for both staff and clients. The 20 vehicles used in the transport of clients are housed in a reserved area at the Senior Center site. Ninety percent (90%) of the vehicles are equipped with a lift and wheelchair securement devices which meet all applicable Americans with Disabilities Act regulations.

The waiting list, which currently stands at eighty-eight (88), is a high priority item as it represents a need to enhance service. The list is comprised of individuals who want to access the many services offered at the senior center. It is evaluated on a regular basis and every effort is made to transfer clients to a schedule and provide full service. Throughout this period, potential clients are provided with information on their transportation status. While the waiting list serves a practical purpose, the goal of the transportation division is to eliminate it and maintain the ability to provide immediate transportation service upon request.

A. IV. TRAINING

a. Provide your agency's 12 month training plan

S.W. FOCAL POINT SENIOR CENTER STAFF DEVELOPMENT AND TRAINING 2020-2021

TOPIC	TRAINER(S)	PARTICIPANTS	ESTIMATED DATE	TYPE OF TRAINING*
Service Coordinator Orientation	Project Coordinator & Project Director	New Day Care Employees	On-going	O
Policies, Procedures & Training Service Coordinator	Project Coordinator & Project Director	All new Service Coordinator	On-going	P
Orientation for Clerical Personnel	Project Coordinator	All new clerical personnel	On-going	O
Volunteer Orientation	Volunteer Coordinator	New Volunteers	On-going	P
Orientation for Transportation Staff	Transportation Administrator & Coordinator	All new Transportation Staff	On-going	O
Safety Training and Defensive Driving	P.P. Fire Dept. P.P. Gallagher Bassett	All new Transportation Staff	On-going	I I
CPR Training & Certification	Pembroke Pines Paramedics	All Staff	Every 2 years December	I
Safe Driving	Transportation Administrator	All Drivers	Monthly	I
Fiscal Training	AAA Staff	Project Director & Accounting Specialist	Annually or as schedules	I
Annual AAA Aging Conference (BANC)	Social Service Professionals	Service Coordinator	May 2014	D
Annual AAA Hispanic Minority Conference	Social Service Professional	Service Coordinator	Annually	D
Various Sponsored Workshops & Seminars relating to Geriatrics & Service Provision	Area Colleges, University & Social Service Agencies	Staff Coordinators	On-going	D
Utilization Review Committee	Social Worker	Staff Coordinators	Monthly	D
Hurricane Plan Preparedness	Pembroke Pines Police Department	All Staff	May	I

**S.W. FOCAL POINT SENIOR CENTER
STAFF DEVELOPMENT AND TRAINING 2020-2021**

Cont.

TOPIC	TRAINER(S)	PARTICIPANTS	ESTIMATED DATE	TYPE OF TRAINING*
Hurricane Plan Review	Project Director Project Coordinator	Staff Coordinators	May	D
In-Service Training on Social Service related topics, DOEA guidelines, Computer Issues and Software.	Project Director & Guest Speakers	Service Coordinators and Support Staff	As Scheduled	I
HIPAA Awareness Training & Education	City of Pembroke Pines	All Staff	On-going	I

***Type of Training:**

O= Orientation

I = In-Service

P = Pre-Service

D=Staff Development

b. Describe internal methods to track training attendance

Ongoing training for staff is consistent with efficient and effective service delivery. The Administrators and Coordinators routinely schedule and/or facilitate training seminars for service staff. The Area Agency on Aging conducts yearly monitoring concerning all SWFP service related programs. Compliance with all program standards and procedures are verified at this time. Likewise, yearly on-site Safety Compliance Reviews are conducted by Broward County and the Department of Licensure.

All reports required by the Area Agency on Aging and DOEA will be maintained. The City of Pembroke Pines accepts the monitoring procedures of the Department of Elder Affair and Area Agency on Aging to insure that all guidelines are maintained.

A.VI. GOALS, OBJECTIVES AND PERFORMANCE MEASURES

GOAL Age with Security
OBJECTIVE To improve the Nutritional Status of elders.
STRATEGIES/ACTION STEPS: Provide Nutrition classes as well as on-going individualized nutrition counseling. Provide daily Broward Meals on Wheels, which is 1/3 of RDA. Provide healthy snacks throughout the day. Encourage adequate fluid intake.
OUTCOME: Record monthly weigh checks to ensure weight maintenance
OUTPUT: Provide annual nutrition status evaluations. Provide annual reassessment and make appropriate referrals.

GOAL Age with Dignity
OBJECTIVE To assist elders to maintain their independence and choices in their homes as long as possible.
STRATEGIES/ACTION STEPS: Provide through ADC services a viable alternative to premature institutionalization. To offer individualized plan of care and provide encouragement for active participant involvement.
OUTCOME: Encourage social interaction as well as participant functioning in activities of daily living (ADL) skills. Provide social services including Counseling, and Information & Referral. Provide transportation services including special services for those participants with severely impaired mobility.
OUTPUT: Provide annual reassessment and make appropriate referrals.

GOAL Caregivers Education
OBJECTIVE To provide caregivers with the resources in order to educate themselves and provide better care for their loved ones.
STRATEGIES/ACTION STEPS: Encourage client participation in Day Care to enable the caregiver to work and fulfill normal daily tasks.
OUTCOME: Provide caregivers support groups, counseling and information and referral on an ongoing basis.
OUTPUT: Provide annual reassessment and make appropriate referrals.

GOAL Age in an Elder-Friendly Environment
OBJECTIVE To help elder to have home environment that are as safe as possible
STRATEGIES/ACTION STEPS: Provide educational classes on an ongoing basis including speakers from the community. Provide a support system for the participants living alone without or with minimal family assistance enabling them to continue their independent living status safely in the community.
OUTCOME: Collaborate with local law enforcement agencies to promote awareness to the elderly community.
OUTPUT: Provide annual reassessment and make appropriate referrals.

GOAL Enhance Area Agency on Aging Management and Oversight Performance
OBJECTIVE Number of People served for the period of July 1, 2018 – June 30, 2019 LSP TRS– 774.

GOAL

To maintain accurate data in (CIRTS)

STRATEGIES/ACTION STEPS:

Well-trained staff will be very useful to keep the database accurate.

GOAL

To effectively manage state and federal funds awarded in area agency contracts for consumer services.

STRATEGIES/ACTION STEPS:

Targeting, and delivering the appropriate services to those in greatest social and/or economic need with emphasis on low-income and/or minority elderly.

B. CONTRACT MODULE

A			B													C	D	E	F	G	H	I	J	K	L	M	N	O	P
B.I. PERSONNEL COSTS WORKSHEET																													
SERVICE COST REPORT																													
FLORIDA DEPARTMENT OF ELDER AFFAIRS																													
BUDGET YEAR: July 1, 2020 - June 30, 2021																													
RECIPIENT NAME: Southwest Focal Point Senior Center																													

[illegible]

A			B			Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD				
1	B.I. PERSONNEL COSTS WORKSHEET																						
2	SERVICE COST REPORT																						
3	FLORIDA DEPARTMENT OF ELDER AFFAIRS																						
4	BUDGET YEAR: July 1, 2020 - June 30, 2021																						
5	RECIPIENT NAME: Southwest Focal Point Senior Center																						
6																							
7	a Reference)																						
8																							
						ce Cost Pool		Non-DOEA Services & Activities				Fundraising & Unallowable Activities				Adult Day Care III				Adult Day Care III		Caregiver	
9	STAFF		POSITION DESCRIPTION			WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	
79	J. Pierre	Van Driver	-	100.00%	1,796.0	26,748.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
80	P. Alexis	Van Driver	-	20.00%	81.4	995.40	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
81	V. Arenas	Van Driver	-	20.00%	359.2	5,349.60	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
82	M. Barnes	Van Driver	-	100.00%	355.0	4,495.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
83	B. Beaulieu	Van Driver	-	20.00%	359.2	5,349.60	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
84	E. Holmes	Van Driver	-	100.00%	1,796.0	26,000.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
85	A. Davis	Van Driver	-	100.00%	1,356.0	17,940.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
86	J. Christhonte	Van Driver	-	100.00%	381.0	4,688.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
87	A.L. Robinson	Van Driver	-	100.00%	1,796.0	26,000.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
88	G. Dumesle	Van Driver	-	100.00%	1,796.0	28,184.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
89	E. De Leon	Van Driver	-	20.00%	80.8	995.40	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
90	J. Dieuluste	Van Driver	-	100.00%	1,796.0	26,748.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
91	E. Howard	Van Driver	-	20.00%	200.4	2,793.40	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
92	F. Descroites	Van Driver	-	100.00%	404.0	5,274.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
93	J. Perry	Van Driver	-	20.00%	239.2	2,034.20	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
94	J. Michel	Van Driver	-	100.00%	936.0	15,894.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
95	O. Petit-Homme	Van Driver	-	20.00%	151.2	2,034.20	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
96	R. Favard	Van Driver	-	20.00%	359.2	5,349.60	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
97	P. Vital	Van Driver	-	20.00%	146.0	931.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
98	M. Presendieu	Van Driver	-	20.00%	117.2	769.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
99	J. Ramirez	Van Driver	-	20.00%	359.2	5,349.60	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
100	E. Glaudin	Van Driver	-	100.00%	368.0	4,655.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
101	L. Rodriguez	Van Driver	-	100.00%	1,796.0	26,000.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
102	T. Smith	Van Driver	-	100.00%	1,796.0	26,748.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
103	G. Clicquot	Van Driver	-	100.00%	381.0	4,655.00	0.00%	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	0.00%		
104																							
105	TOTAL WAGES					40,472.00			865,532.75			64,800.00			120,856			45,138					
106	PERCENTAGE OF WAGES					1.72%			36.7%			2.75%			5.12%			1.9%					
107																							
108	TOTAL HOURS							59,914.04			205.00			9,475.13			3,678.62						
109	PERCENTAGE OF HOURS							46.0%			0.2%			7.3%			2.8%						

	A	B	AX	BB	BC	BD	BE	BF	BG	BK	BL	BM	BO	BR	BS	HH	HI
1	B.I. PERSONNEL COSTS WORKSHEET																
2	SERVICE COST REPORT																
3	FLORIDA DEPARTMENT OF ELDER AFFAIRS																
4	BUDGET YEAR: July 1, 2020 - June 30, 2021																
5	RECIPIENT NAME: Southwest Focal Point Senior Center																
6																	
7																	
8					(11)		(12)			(14)				(16)			
9	STAFF	POSITION DESCRIPTION	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	%age Check Total	
10	J. Shechter	Community Services Director	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
11	S. Aquilar	Human Services Coordinator	5,419.68	11.00%	195.4	7,452.06	5.00%	88.8	3,387.30	2.00%	35.5	1,354.92	0.00%	-	-	100.00%	
12	A. Grosso	Accountant Specialist	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
13	A. Torres	Receptionist/Clerical Assist	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
14	C. Arando	Social Worker	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
15	N. Gomez	Intake Worker	7,867.00	25.00%	416.5	7,867.00	0.00%	-	-	10.00%	166.6	3,146.80	0.00%	-	-	100.00%	
16	K. Edelstein	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
17	T. Mevers	Activities Specialist	-	0.00%	-	-	100.00%	1,666.0	26,582.00	0.00%	-	-	0.00%	-	-	100.00%	
18	G. Pina	Social Services Manager	22,730.40	28.00%	497.3	15,911.28	0.00%	-	-	10.00%	177.6	5,682.60	0.00%	-	-	100.00%	
19	O. Williams	PT Recreation Aide	-	0.00%	-	-	100.00%	1,288.0	15,366.00	0.00%	-	-	0.00%	-	-	100.00%	
20	S. Savas	Social Worker	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
21	S. Felix	Activities Coordinator	-	0.00%	-	-	100.00%	1,760.0	53,134.00	0.00%	-	-	0.00%	-	-	100.00%	
22	A. Bailey	PT Recreation Aide	-	0.00%	-	-	100.00%	1,666.0	24,336.00	0.00%	-	-	0.00%	-	-	100.00%	
23	J. Cynthia	PT Recreation Aide	-	0.00%	-	-	100.00%	1,288.0	16,068.00	0.00%	-	-	0.00%	-	-	100.00%	
24	D. Izquierdo	PT Recreation Aide	-	0.00%	-	-	100.00%	1,288.0	13,000.00	0.00%	-	-	0.00%	-	-	100.00%	
25	F. Rivera	PT Recreation Leader	-	0.00%	-	-	100.00%	1,288.0	14,300.00	0.00%	-	-	0.00%	-	-	100.00%	
26	H. Daniels	Activities Coordinator Assistant	-	0.00%	-	-	100.00%	1,650.0	33,771.00	0.00%	-	-	0.00%	-	-	100.00%	
27	H. Rostein	Counselor	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
28	M. Bernowitz	Custodian	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
29	A. Aracena - ESSF	VP of Adult Dev Services - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
30	A. Moody - ESSF	Center Director - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
31	E. Guerrero	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
32	L. Cadet	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
33	B. Sadler	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
34	M. Delva	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
35	G. Gabaldon	Registered Nurse	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
36	A. Gaylor - ESSF	LPN - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
37	M.L. Hernandez	C N A/Activities Assistant	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
38	A. Barrera	C N A/Activities Assistant	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
39	C. Joseph Pierre	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
40	L. Kim	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
41	M. Lamothe	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
42	E. Mas - ESSF	Activities Director - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
43	Y. Hernandez	Administrative Assistant	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
44	L. Walker	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
45	R. Diaz	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
46	J. Francis	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
47	M. Silverberg	LPN - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
48	F. Villavicencio	C N A/Activities Assistant	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
49	N. Villavicencio	Case Manager	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
50	M. Montero	Activities Leader	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
51	S. Blandino	Admin. Assistant/Receptionist - E	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
52	V. Rosario	Case Manager	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
53	R.E. Candelario	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
54	A. A. Cotto	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
55	P.L. Dorsey	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
56	B.C. Flores	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
57	S. Romulus	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
58	M. Laine	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
59	M. Vincent	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
60	A. Suarez Ledo	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
61	S. Batchelor	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
62	D. Cera	C N A/Activities Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
63	A. Garcia Auilar	Food Assistant - ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
64	Y. Munoz	Contract & Compliance Assistant	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
65	Human Resources	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
66	Development Development	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
67	Maintenance Dept.	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
68	Administrative & Finance	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
69	E. Brutis	Transportation Operation Special	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
70	S. Clarke	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
71	A. Alcantara	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
72	M. Beaubien	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
73	S. Londono	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
74	J. Matos	Transportation Coordinator	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
75	K. Pierre	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
76	I. Williams	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
77	K. Menendez	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
78	F. Inirio	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	100.00%	
								30									

A			B			AX	BB	BC	BD	BE	BF	BG	BK	BL	BM	BQ	BR	BS	HH	HI	
1	B.I. PERSONNEL COSTS WORKSHEET																				
2	SERVICE COST REPORT																				
3	FLORIDA DEPARTMENT OF ELDER AFFAIRS																				
4	BUDGET YEAR: July 1, 2020 - June 30, 2021																				
5	RECIPIENT NAME: Southwest Focal Point Senior Center																				
6																					
7																					
8																					
						(11)				(12)				(14)				(16)			
						Personal Care				Recreation				Respite				Transportation			
9	STAFF	POSITION DESCRIPTION	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST	% OF TIME	HR/UNIT	WAGE COST
79	J. Pierre	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
80	P. Alexis	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
81	V. Arenas	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
82	M. Barnes	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
83	B. Beaulieu	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
84	E. Holmes	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
85	A. Davis	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
86	J. Chishonte	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
87	A.L. Robinson	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
88	G. Dumesle	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
89	E. De Leon	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
90	J. Dieuliste	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
91	E. Howard	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
92	F. Desoroltes	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
93	J. Perry	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
94	J. Michel	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
95	O. Petit-Homme	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
96	R. Favard	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
97	P. Vital	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
98	M. Presendieu	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
99	J. Ramirez	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
100	E. Glaudin	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
101	L. Rodriguez	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
102	T. Smith	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
103	G. Cliequot	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
104	TOTAL WAGES		36,017.08			31,230.34						199,944.30				10,184.32				266,509.60	
105	PERCENTAGE OF WAGES		1.5%			1.3%						8.5%				0.43%				11.3%	
106																					
107																					
108	TOTAL HOURS					1,109.14						11,982.80				379.72				15,896.00	
109	PERCENTAGE OF HOURS					0.9%						9.2%				0.3%				12.2%	

B. II. COST ALLOCATION WORKSHEET									
SERVICE COST REPORT									
FLORIDA DEPARTMENT OF ELDER AFFAIRS									
BUDGET YEAR: July 1, 2020 - June 30, 2021									
RECIPIENT NAME: Southwest Focal Point Senior Center									
LINE ITEM EXPENSES	Prior Year Historical Costs	Proposed Increase/Decrease	(Service Reference)						
			Management & General Cost Pool	Facilities & Maintenance Cost Pool	Non-DOEA Services & Activities	Fundraising & Unallowable Activities	Adult Day Care III B	Adult Day Care III E	Counseling Group
Wages	2,359,653	0.00%	574,221	40,472	865,533	64,800	120,856	45,138	17,199
Fringe	448,334		109,102	7,690	164,451	12,312	22,963	8,576	3,268
Education/Training	3,326		-	-	2,350	-	563	213	-
Communications & Utilities-Travel	189,550		-	189,550	-	-	-	-	-
Printing & Supplies	44,196		-	-	39,640	-	3,307	1,249	-
Advertising	1,352		-	-	-	1,352	-	-	-
Insurance	12,351		12,351	-	-	-	-	-	-
Maintenance & Repair	1,271,337		1,210,337	-	-	-	-	-	-
Rent	128,853		-	128,853	-	-	-	-	-
Equipment	32,600		-	-	30,000	-	-	-	-
Professional fees/Legal/Audit	57,964		14,980	-	42,984	-	-	-	-
Sub-contractors #1 (Rescare)	25,000		-	-	-	-	-	-	-
Sub-contractors #2 (Douglas G)	25,000		-	-	-	-	-	-	-
Sub-contractors #3 (Staffing Agt)	19,311		-	-	-	-	14,016	5,295	-
Sub-contractors #4 (\$0)	-		-	-	-	-	-	-	-
Sub-contractors #5 (\$0)	-		-	-	-	-	-	-	-
Program Supplies	32,780		14,300	-	12,751	-	4,158	1,571	-
Depreciation	-		-	-	-	-	-	-	-
Food & Food Supplies	129,501		-	-	89,355	-	29,138	11,008	-
Other	259,488		204,788	-	-	-	-	-	-
TOTAL ALLOWABLE COSTS	5,040,596		2,140,079	366,564.68	1,247,064	78,464.00	195,000	73,049.95	20,466.87
Service Subcontract Allowance (manually input \$25,000/per contract)	-		-	-	-	-	-	-	-
Service Subcontract Adjustment	-		-	-	-	-	-	-	-
Reallocate Management & General Costs			(2,140,078.63)						
Total Modified Direct Costs					1,082,840.93	68,131.25	157,151.05	58,832.46	17,771.63
					1,247,063.97	78,464.00	180,984.49	67,754.95	20,466.87
Reallocate Facilities & Maintenance (Space) costs				(366,564.68)					
Square Footage Occupied	31,662		-	-	-	-	57,887.16	-	5,151.96
							5,000	250	445
TOTAL COSTS BY SERVICE					2,329,904.90	146,595.25	410,038.71	131,882.41	43,390.46
Budgeted In-Kind Valuation									
Total Costs Plus In-Kind by Service					2,329,904.90	146,595.25	410,038.71	131,882.41	43,390.46
Total Number of Service Units (estimated)									
UNIT COST (Actual Cost)							#DIV/0!	#DIV/0!	#DIV/0!

B. II. COST ALLOCATION WORK									
SERVICE COST REPORT									
FLORIDA DEPARTMENT OF ELDI									
BUDGET YEAR: July 1, 2020 - Jc									
RECIPIENT NAME: Southwest F									
LINE ITEM EXPENSES	(6)	(7)	(9)	(11)	(12)	(13A)	(15)		
Education/Tr aining	Screening/As essment	Homemaker	Personal Care	Recreation	Respite	Transportation	Total Services Costs		
Wages	7,976	45,131	36,017	31,230	199,944	10,184	266,510	1,744,960.30	
Fringe	1,515	8,575	6,843	5,934	37,989	1,935	50,637	331,542.46	
Education/Training	-	-	-	-	-	-	200.00	3,326.00	
Communications & Utilities-Travel	-	-	-	-	-	-	-	-	
Printing & Supplies	-	-	-	-	-	-	-	44,196.00	
Advertising	-	-	-	-	-	-	-	1,352.00	
Insurance	-	-	-	-	-	-	-	61,000.00	
Maintenance & Repair	-	-	-	-	-	-	-	-	
Rent	-	-	-	-	-	-	-	-	
Equipment	-	-	-	-	-	-	-	32,600.00	
Professional fees/Legal/Audit	-	-	-	-	-	-	-	42,984.00	
Sub-contractors #1 (Rescare)	-	-	9,750	13,750	-	1,500	-	25,000.00	
Sub-contractors #2 (Douglas G)	-	-	9,750	13,750	-	1,500	-	25,000.00	
Sub-contractors #3 (Staffing Ag)	-	-	-	-	-	-	-	19,311.00	
Sub-contractors #4 (\$0)	-	-	-	-	-	-	-	-	
Sub-contractors #5 (\$0)	-	-	-	-	-	-	-	-	
Program Supplies	-	-	-	-	-	-	-	18,480.00	
Depreciation	-	-	-	-	-	-	-	-	
Food & Food Supplies	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	129,501.00	
TOTAL ALLOWABLE COSTS	9,490.87	53,705.34	62,360.33	64,664.10	237,933.72	15,119.34	54,700.00	54,700.00	
Service Subcontract Allowance (m	-	-	-	-	-	-	-	-	
Service Subcontract Adjustment	-	-	19,500.00	27,500.00	-	3,000.00	-	-	
Reallocate Management & Gene	8,241.04	46,633.01	37,216.15	32,270.05	206,600.76	10,523.37	378,277.13	-	
Total Modified Direct Costs	9,490.87	53,705.34	42,860.33	37,164.10	237,933.72	12,119.34	435,646.42	-	
Reallocate Facilities & Maintena	11,577.43	14,471.79	463.10	463.10	249,401.06	463.10	23,791.62	-	
Square Footage Occupied	1,000	1,250	40	40	21,542	40	2,055	-	
TOTAL COSTS BY SERVICE	29,309.34	114,810.14	100,039.57	97,397.25	693,935.54	26,105.81	837,715.18	-	
Budgeted In-Kind Valuation	-	-	-	-	-	-	-	-	
Total Costs Plus In-Kind by Ser	29,309.34	114,810.14	100,039.57	97,397.25	693,935.54	26,105.81	837,715.18	-	
Total Number of Service Units (es	-	-	-	-	-	-	24,780	-	
UNIT COST (Actual Cost)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	33.81	-	

B. III. SUPPORTING BUDGET SCHEDULE BY PROGRAM ACTIVITY

Report Period:

SERVICE COST REPORT

PSA 10: Broward County

Date:

3/10/2020

Contract Period: July 1, 2020 - June 30, 2021

Contract Funding Source: General Revenue Contract - LSP

RECIPIENT NAME: Southwest Focal Point Senior Center

DESCRIPTION	(Service Reference)													(14)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(11)	(12)	(13A)			
TOTAL SERVICES	#DIV/0!	Adult Day Care IIB	Adult Day Care IIIE	Caregiver Training & Support Group IIIE	Counseling Individual	Counseling Group	Education/T raining	Screening/Asses sment	Homemaker	Personal Care	Recreation	Respite	Transportation	
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
1. Total Budgeted Costs														
2. Total Budgeted Units	25,280	0	0	0	0	0	0	0	0	0	0	0	854,618.23	
(a) ADI/LSP/CCE/HCE Units	0	0	0	0	0	0	0	0	0	0	0	0	25,280	
(b) OAA & Other Non-ADRC Units	0	0	0	0	0	0	0	0	0	0	0	0	24,780	
3. Total Cost Per Unit of Service	n/a	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	500	
4. Provider Supporting Revenue	623,463.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.81	
(a) Provider Non-Matching Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	623,463.23	
(b) Provider Non-Matching In-Kind Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(c) Provider Non-Matching Program Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(d) Co-payment Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(e) ADRC Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sub-Total Support & Other Contracts:	623,463.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	623,463.23	
5. Aging & Disability Resource Center Contract Budget	\$ 231,155.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	231,155.00	
(a) ADI/LSP//IIB-IIE Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(b) Council Local Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(c) Provider Match (Cash or In-Kind)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub-Total Aging & Disability Resource Center Contract Budget	\$ 231,155.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	231,155.00	
6. Contracted Unit Rate	n/a	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9.33	
7. Total Budgeted Support	854,618.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	854,618.23	
8. Estimated Number of UNDUPLICATED Clients	651	0	0	0	0	0	0	0	0	0	0	0	650	
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00	

B.X. AVAILABILITY OF DOCUMENTS

The undersigned hereby gives assurance that the following documents are maintained in the administrative office of the provider and are accessible for review by the AAA.

1. Current Board Roster
2. Articles of Incorporation
3. Municipal Charter, Code of Ordinance, Corporate By-Laws
4. Advisory Council By-Laws and Membership
5. Current Equipment Inventory
6. Bonding Verification
7. Staffing Plan
 - a. Position Descriptions
 - b. Organizational Chart
8. Personnel Policies Manual
9. Financial Procedures Manual
10. Operational Procedures Manual
11. Affirmative Action Plan
12. Outreach Plan, if applicable
13. Americans With Disabilities Act Assurance
14. Staff Development and Training Plan
15. Unusual Incident File
16. Service Subcontracts
17. Co-Pay and Contribution System
18. Civil Rights Compliance Documentation
19. HIPAA policy and procedure
20. Conflict of interest policy and procedure
21. Financial statements and accounting records

CERTIFICATION BY AUTHORIZED AGENCY OFFICIAL:

I hereby certify that the documents identified above currently exist and are available for review upon request.

Signature

Date

Charles F. Dodge
Name of Authorized Individual

City Manager
Title of Authorized Individual