

SERVICE PROVIDER APPLICATION

FORMATS

Provider Name: Southwest Focal Point Senior Center

Contract Period: January 1, 2022 – December 31, 2022

Funds Requested: Federal Revenue Agreements - OAA IIIB & IIIE

TABLE OF CONTENTS

	PAGE
A. PROGRAM MODULE	
I.A. Service Provider Summary Information	3
II.A. General Information	
1. Needs Assessment	4-5
2. Targeting	6-8
Targeting Strategies	
Outreach Strategies	
3. Eligibility and Assessment/Reassessment Process	9-11
4. System of Prioritization	12-13
Process for Reducing or Terminating Service	
5. Quality Assurance	14-16
Consumer Satisfaction	14-16
Internal Evaluation Process	14-16
III.A. Description of Service Delivery	
Service Data (Includes Items 1, 2 & 3)	
1. Describe Specific Activities	17-28
Location of Service	17-28
Days and Hours of Operation	17-28
2. Nutrition Education Schedule	N/A
3. Nutrition Consultation Agreement/Assurances	N/A
4. USDA Commodity Foods Statement	N/A
IV.A. New Service/New Provider Business Plan	N/A
V.A. Goals, Objectives and Performance Measures	29-31

TABLE OF CONTENTS

(Please include page numbers below as items appear in the application)

PAGE

B. CONTRACT MODULE

I.B	Personnel Allocation Worksheet	32-46
II.B	Cost Allocation Worksheet	47-48
III.B	Supporting Budget Schedule by Program Activity	49
IV.B	Commitment of Cash Donation	50
V.B	Commitment for Donation of Building Space	N/A
VI.B	Commitment of In-Kind Contribution of Supplies	N/A
VII.B	Commitment of In-Kind Contribution of Equipment	N/A
VIII.B	Commitment of In-Kind Contribution of Services	51
IX.B	Commitment of in-Kind Volunteer Personnel and Travel	N/A
X.B	Availability of Documents	52

C. ORGANIZATIONAL CAPABILITY

I.C	Corporate Qualifications	53-54
II.C	Financial Stability	53-54
III.C	Organizational Capacity – Organizational Chart	53-54

<p>1. PROVIDER INFORMATION: Project Director: Jay Shechter</p> <p>Legal Name of Agency: Southwest Focal Point Senior Center</p> <p>Mailing Address: 301 NW 103rd Avenue Pembroke Pines, FL 33026</p> <p>Telephone Number: [954]450-6888</p>	<p>2. GOVERNING BOARD CHAIR: Mayor Frank C. Ortis 601 City Center Way Pembroke Pines, FL 33025 (954)450-1020</p> <p>Name of Grantee Agency: The City of Pembroke Pines/Southwest Focal Point Senior Center</p> <p>3. ADVISORY COUNCIL CHAIR: Kettly D. Nicoleau 20781 NW 9th Court Building 8 #101 Miami, FL 33169 (305) 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>A. New Applicant B. Continuation <u> X </u></p>																					
<p>6. FUNDS REQUESTED:</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> OAA Title IIIB</td> <td><input type="checkbox"/> CCE</td> <td><input type="checkbox"/> CCPE</td> </tr> <tr> <td><input type="checkbox"/> OAA Title III-C1</td> <td><input type="checkbox"/> HCE</td> <td><input type="checkbox"/> OTHER (SPECIFY)</td> </tr> <tr> <td><input type="checkbox"/> OAA Title III-C2</td> <td><input type="checkbox"/> ADI</td> <td></td> </tr> <tr> <td><input type="checkbox"/> OAA Title IIID</td> <td><input type="checkbox"/> LSP</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> OAA Title IIIE</td> <td><input type="checkbox"/> Contracted Services</td> <td></td> </tr> <tr> <td><input type="checkbox"/> OAA Title VII</td> <td><input type="checkbox"/> HCBS</td> <td></td> </tr> <tr> <td><input type="checkbox"/> USDA</td> <td><input type="checkbox"/> EHEAP</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> OAA Title IIIB	<input type="checkbox"/> CCE	<input type="checkbox"/> CCPE	<input type="checkbox"/> OAA Title III-C1	<input type="checkbox"/> HCE	<input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> OAA Title III-C2	<input type="checkbox"/> ADI		<input type="checkbox"/> OAA Title IIID	<input type="checkbox"/> LSP		<input checked="" type="checkbox"/> OAA Title IIIE	<input type="checkbox"/> Contracted Services		<input type="checkbox"/> OAA Title VII	<input type="checkbox"/> HCBS		<input type="checkbox"/> USDA	<input type="checkbox"/> EHEAP	
<input checked="" type="checkbox"/> OAA Title IIIB	<input type="checkbox"/> CCE	<input type="checkbox"/> CCPE																				
<input type="checkbox"/> OAA Title III-C1	<input type="checkbox"/> HCE	<input type="checkbox"/> OTHER (SPECIFY)																				
<input type="checkbox"/> OAA Title III-C2	<input type="checkbox"/> ADI																					
<input type="checkbox"/> OAA Title IIID	<input type="checkbox"/> LSP																					
<input checked="" type="checkbox"/> OAA Title IIIE	<input type="checkbox"/> Contracted Services																					
<input type="checkbox"/> OAA Title VII	<input type="checkbox"/> HCBS																					
<input type="checkbox"/> USDA	<input type="checkbox"/> EHEAP																					
<p>7. SERVICE AREA: <input checked="" type="checkbox"/> Single County <u>Broward</u> <input type="checkbox"/> Multi county: List:</p> <p>Selected Communities of a County. Specify:</p>																						
<p>8. ADDRESS FOR PAYMENT OF CHECKS ITEM #: <input 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>																						

II.A. GENERAL INFORMATION

II.A.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 forty 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.

II.A.2. TARGETING (OAA Only):

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.

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 English, and Spanish. 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, brochures and notices are provided in Spanish.

The SWFP serves as a Nutrition Site via Meals on Wheels to provide a nutritionally balanced meal daily to participants on a donation-only basis. This program has proven to be a greatly needed and useful as the clientele has doubled in size in the past few years.

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., on October 1, 2009 but services and programs continue to provide our senior clientele and caregivers the support needed.

II.A.2.1 Targeting Strategies:

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 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.

II.A.2.2 Outreach Strategies:

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 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) 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, other methods of exposure include Facebook, Instagram and YouTube.

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 City website, City cable channel. 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 2022**

Organization/ Project	Presenter	Topic	Estimated Date
Century Village, Hollybrook, Colony Point, Pines Place	Project Director	SWFP Services	Annually
Volunteer Organization of Century Village	Activities Supervisor	SWFP Services Volunteer Program	Annually
Miramar Satellite (Senior Center)	Social Services Manager	VIP Program Language Classes	Annually
(Government Subsidized Housing) Driftwood Terrace Hollywood Pembroke Towers	Social Services Manager	EHEAP	Annually
Cooper City (Senior Center)	Social Services Manager	EHEAP	Annually
Miramar/Pembroke Chamber of Commerce	Project Director	SWFP Services	Quarterly
Business EXPO (Pembroke Lakes Mall)	Social Services Manager	Full Display- Highlighting Focal Point Services, Needs survey	Annually
Holly Lakes (Mobile Park Assoc.)	Social Services Manager	SWFP Services EHEAP	Annually
Memorial Health Care System	Social Services Manager	SWFP Services	Annually
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	Annually

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

II.A.3. ELIGIBILITY AND ASSESSMENT/REASSESSMENT PROCESS, WHEN APPLICABLE TO THE SERVICE:

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 Manager, Recreation Coordinator, Transportation Coordinator, Adult Daycare Coordinator and Community Services Administrator has been developed at the SWFP to specifically address changes and the special needs of clients. This systematic, multi-dimensional approach is instrumental in accomplishing the reassessment of registered clients.

Criteria or standards such as physical, mental status, family support system, living arrangements, and ability to perform 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. Assistance is made available for non-English speaking clients, visually and physically impaired clients. Special attention is given to chaperone ratio and safety. All senior outings are accompanied by 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 Caregiver assistance to the center.

The Social Services Manager 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 Manager 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 Manager 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 Manager 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 and 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 staff members 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.

II.A.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. Adult Daycare clients who are private paying participants and waitlisted for OAA services shall be prioritized over the ranking system as such a crisis circumstance is present. 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. Such instances may be a client who is recently released from the hospital, or a caregiver who is no longer financially able to continue paying privately and/or is in jeopardy of losing employment.

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 Manager would refer the client or caregiver to the Elder Helpline at the ADRC. If necessary the Social Services Manager and Community Services Administrator would assist the Elder Helpline in evaluating the client's health condition to determine whether nursing home or alternative services are needed.

When abuse, neglect, or exploitation is confirmed by client or is primarily suspected, Florida Department of Children and Family Aging and Adult Services Program offices are contacted. The individual that has come across this information should relay this to the Social Services Manager, 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 Manager is to instruct the individual making the report to contact the Florida Department of Children and Family Aging and Adult Protective Services offices. 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 Manager 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 In-Home services, energy assistance information, SHINE - insurance program information, Assisted Living Facility, and Nursing Home Information, housing and financial assistance.

A Utilization Review Committee established at the SWFP composed of key staff members including the Social Services Manager, Recreation Coordinator, Transportation Coordinator, Adult Daycare staff and the Community Services Administrator 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 CIRTIS 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.

II.A.5 QUALITY ASSURANCE

II.A.5.1 Describe the process, including the frequency, for determining consumer satisfaction with service delivery.

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 June, the SWFP schedules an Advisory Council election. One function of 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 necessary.

In addition, evaluation and client satisfaction surveys are implemented by sub-contracting agencies (i.e. Meals on Wheels, Easter Seals 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.

II.A.5.2 Describe internal methods to assure delivery of quality services by staff and/or subcontractors:

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.

The Southwest Focal Point Senior Center is staffed by about 70 employees who are assigned to Administration, Social Services, Activities, Transportation and Adult Daycare. All staff undergo a Level II background check and are required to comply and complete all pre-employment screenings as required by law and by contract. Each position requires educational as well as career experience in order to meet and perform all tasks of the pertaining position. Educational experience ranges from high school graduate, CAN/HHA certifications and up to master's degree, depending on the requirements for each position. Career experience ranges from 1 to 3 or more years within related field. Staff is afforded and encouraged to participate in trainings that will help them perform their duties at an optimum level for the continued success of the services which are provided at SWFP.

Methodology for Handling Contributions

Donations:

Monetary donations are gratefully accepted and collected by administration every couple of weeks from the donation boxes located throughout the center. Deposits are made on a weekly basis as needed to City Hall (cashier's office) for processing.

These funds help with providing assistance within the community via scholarships for classes or other assistance for those who may be in crisis.

Other donated items such as books, yarn, crafting supplies, furniture, glasses, medical equipment and other miscellaneous items are graciously accepted as well. They are distributed for use within center programs for member's use and may be given to community residents who are in dire need of such items/equipment.

SWFP conveys their appreciation to all donors of the community center by forwarding them a "thank you letter". This letter specifies their donated items and/or large monetary contribution and thanks them for their self-less actions and willingness to assist others with their generosity.

**SOUTHWEST FOCAL POINT SENIOR CENTER
STAFF DEVELOPMENT AND TRAINING 2022**

TOPIC	TRAINER(S)	PARTICIPANTS	ESTIMATED DATE	TYPE OF TRAINING*
Service Coordinator Orientation	Administrator & Project Director	New Day Care Employees	On-going	O
Policies, Procedures & Training Service Coordinator	Administrator & Project Director	All new Service Coordinator	On-going	P
Orientation for Clerical Personnel	Administrator	All new clerical personnel	On-going	O
Volunteer Orientation	Activities Supervisor	New Volunteers	On-going	P
Orientation for Transportation Staff	Transportation Administrator & Administrator	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, Universities & Social Service Agencies	Staff Coordinators	On-going	D
Utilization Review Committee	Social Services Manager	Staff Coordinators	Monthly	D
Hurricane Plan Preparedness	Pembroke Pines Police Department	All Staff	May	I
Hurricane Plan Review	Administrator & Project Director	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

III.A. DESCRIPTION OF SERVICE DELIVERY

A SEPARATE FORM MUST BE COMPLETED FOR EACH SERVICE

SERVICE: ADULT DAY CARE PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ☐ or No ☒

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 7:00 AM – 6:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The SWFP Adult Day Care has been outsourced to Easter Seals South Florida, Inc. Services rendered have been maintained the same.

The SWFP Adult Day Care Center is a structured program licensed to serve a maximum of 150 clients. The program is designed to meet the needs of those under the frailty criteria and clients diagnosed with memory loss and/ or Alzheimer's specifically.

The Day Care Program includes support services which provide screening procedures for maintaining good health and monitoring clients with chronic diseases (i.e. diabetes, hypertension). Self-administered medications are supervised and documented by the staff L.P.N. Observation and assessment assist in sustaining the client health and functional status. Health sessions and groups are designed to assist the client and family in dealing with everyday stresses as a result of changing needs.

The Day Care Nurses provide an informational and educational presentation on health issues, personal hygiene and medications. Self-care instruction is provided by key staff members to assist clients with performing the activities of daily living and in relearning diminished skills and abilities. Clients are encouraged to interact and participate in question and answer sessions. Additionally, under the direction of the staff L.P.N., clients are encouraged to take part in a "special" exercise regimen. The exercise and movement have a positive bearing on muscle tone and help to maintain range of motion and alertness. Exercise is a relief from the demands of cognitive retraining for all clients, especially those with memory loss. Music and props such as balls, and elastic ropes are used in the exercise program to encourage participation and motivate the client to perform the desired movement of the particular exercise. Staff members assist those who cannot follow direction.

Transportation services are offered to Day Care clients, including special services for those with impaired mobility. A nutritional balanced meal is provided daily by the Meals on Wheels Program to aid in maintaining adequate dietary requirements and habits.

It is the goal of the activities program to provide a recreational as well as an educational experience. Many special events and activities are provided. Some examples are; pet therapy, arts and crafts, exercise classes, birthday parties, bingo, sing-a-longs, intergenerational events, memory enhancement classes, science 101, cooking classes and music therapy twice a month. Special attention is given to lower functioning clients through hand message, personal care and movement of limbs.

All Day Care clients are invited to interact with the general population so they can be included in special events and holiday celebrations. Clients participate on a weekly basis in the main hall, during live entertainment.

The extended hours in Adult Day Care allow clients to experience increased socialization and memory stimulation. It provides respite for the caregivers, allowing them to work and accomplish tasks which they could not do without the availability of the services by the SWFP Day Care Program and senior center.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: CAREGIVER TRAINING & SUPPORT – GROUP PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ___ or No X___

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The SWFP Senior Center is committed to providing support and guidance to caregivers 18 years of age or older. Learning to understand and cope with behaviors brought upon by a loved one's illness is essential in order to reduce caregiver stress.

The purpose of Caregiver Training/ Support is to assist individuals 18 years of age or older who are taking care of a loved one. Weekly support groups are held to provide caregivers an outlet and learning opportunity. The group facilitator provides a safe and warm environment in which participants freely express their thoughts and emotions. The presenting goal is to help prevent caregiver stress as to benefit both the caregiver and their loved one.

The Counselor in conjunction with the Social Services Division is responsible for ensuring that the information provided to caregivers and training seminars are accurate and relevant to their presenting problem. Aside from support, caregivers need training to help them cope with their loved ones behavior and possible outbursts. It is also the responsibility of the trainer to help the caregiver identify the signs of caregiver stress. Many caregivers are so preoccupied with the needs of their loved one; they often forget to take care of themselves.

Community workshops, seminars and/or forums are an important component of our service delivery system. The more information we can provide the community the greater the chance that their loved one will remain at home. Press releases, organization newsletters, senior center calendars and flyers are utilized to announce workshops, seminar events and/or forums.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: COUNSELING INDIVIDUAL & GROUP PROGRAM(S): Southwest Sector –
SWFP Senior Center

Is this a new service? Yes ☐ or No ☒

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The Counseling Program at the SWFP is committed to meeting the physical, mental, social or emotional needs of the senior clients as well as functioning in an advocacy role on behalf of the area elderly.

Through the establishment of “one on one” confidential supportive relationship developed by the Counselor, goals are set to alleviate the "presenting problem" which encompasses needs such as problems with family relations, financial issues and money-management, personal hygiene, depression, marital problems, boredom, loneliness, the grieving process and everyday pressures today's seniors are facing.

Support groups planned and facilitated by the Counselor provide reassurance, and enhance self-image through interaction with other individuals dealing with similar problems, thus introducing another method of achieving self-help. Successful support groups offered at the SWFP for specialized groups such as Caregivers Group and Personal Enrichment provide a better understanding of the topics presented in group sessions which serve to improve confidence, self-image and ability to cope with particular situations.

The Counselor is mandated to maintain confidential client files, as well as record-keeping and comprehensive care plans. It is the responsibility of the Counselor to research and implement all new methodology and approaches in aspects of geriatric counseling, and to keep abreast of referral sources for mental health, and social service agencies.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: SCREENING & ASSESSMENT PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ___ or No X__

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The SWFP Senior Center is committed to assisting those 60 and over to secure and utilize necessary services. All Adult Daycare and In-Home Services participants undergo a Screening and Assessment upon initial enrollment.

The purpose of Screening and Assessment is to adequately obtain necessary information to address concerns and properly prioritize client's needs. Reassessments are performed on an annual basis to determine eligibility requirements of services. They can be completed prior to a year if deemed necessary.

The Social Services Manager and Adult Daycare Director are responsible for implementing all initial assessments and annual reassessments for their respective service. Upon completion, the assessor must address the full gambit of concerns as determined by the outcome of the interview. This assessment is invaluable 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.

Upon the recommendation of the assessor, reassessments are conducted on registered Adult Daycare and In-Home Services clients to ensure that eligibility requirements of current services are met. Crisis situations are handled immediately always ensuring the wellbeing and safety of the client.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: HOMEMAKER PROGRAM(S): Southwest Sector – SWFP Senior
PERSONAL CARE & RESPITE Center

Is this a new service? Yes ☐ or No ☒

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM

Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The SWFP coordinates the following In-Home Services: Personal Care such as assisting the functionally impaired elderly with bathing, dressing, ambulation, emotional security, eating and assistance with securing health care from the appropriate sources. Homemaker Services include meal planning and preparation, housekeeping, shopping assistance and routine household duties by a trained homemaker. Respite Care provides relief or rest to the caregiver of a functionally impaired older person for a specific period of time.

Referrals and calls for service are assessed utilizing program guidelines, and prioritized by severity of need and carried out by the Elder Helpline. This process is facilitated by the Social Services Manager who develops a Care Plan. The Social Services Manager will ultimately prepare the necessary paperwork to begin services. The SWFP subcontracts with Home Health Agencies to provide the actual services to seniors.

A Quality Assurance evaluation is conducted 15 days after services begin to ascertain that the client or caregiver is successfully receiving services, and that the care plan has been formulated appropriately. If the client is not satisfied, a home visit for reassessment may be scheduled, and the care plan may be changed.

The SWFP “team” follows up by conducting a 6 month evaluation to monitor that the needs of the client are being met. The Home Health Agency may also provide quarterly reviews of services rendered for each client.

The Administrative staff is accountable for record-keeping for the service, including submitting data into CIRTS. The Project Coordinator is responsible for the fiscal monitoring, and accounts payable records for the outside agencies.

The addition of the In-Home Services program at the SWFP has enabled us to facilitate services beyond the site, to help functionally impaired seniors in our community achieve a better quality of life, continue their independent existence, and delay relocation to an Assisted Living Facility or Nursing Home.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: EDUCATION/TRAINING PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ☐ or No ☒

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

Education/Training is an avenue to disseminate information in a group setting or at public events in an effort to assist individuals in obtaining knowledge about public and private resources available in the community.

The SWFP Senior Center addresses this service by the provision of public speaking engagements at Condo Associations, satellite senior centers and community groups as well as health fairs, workshops, and seminars. The service is facilitated by all division Administrators and Coordinators. This specific group of staff members offers a wealth of knowledge and specializations.

A Health Fair is sponsored annually by SWFP organized by the Community Services Administrator. Additionally, a variety of health programs and services are promoted at physicians associations and medical groups, and hospital organizations.

The Social Services Manager and Counselor program workshops and seminars geared to community needs concerning mental health issues, crime prevention, and Hurricane Preparedness.

The Social Services Manager arranges speaking engagements at Satellite Centers, condo groups, and police organizations and volunteer organizations providing information and materials regarding elder programs, services, and volunteer opportunities

The Education/Training aspect of the provision of accurate information regarding services and resources to older adults, their families and/or their caregivers is an important component of our service delivery system. Press releases, organization and municipal newsletters, and senior center calendars and flyers are utilized to announce Public Education events to the Community.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: RECREATION PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ☐ or No ☒

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The need for leisure activities is basic to us all, and the SWFP remains flexible in providing a diversified recreational program.

Field trips are planned and implemented by the Activities Coordinator. These trips include a variety of entertaining, relaxing, and cultural and social activities such as day cruises, bowling, luncheon at local restaurants, visiting area shopping malls, productions at local theaters, and trips to places like Butterfly World, productions at the Walter C. Young Resource Center, and Concerts.

Instructional classes are included in the recreational format at the center. Other classes such as sewing, ceramics, arts & crafts, social dancing are offered and very successful.

The successful classes themselves have spawned ideas for additional programming to meet clients' needs. Fashion shows presented by sewing class participants, Ceramic Items Display and Awards Day, Art Shows, and Arts and Crafts bazaar all serve to improve self-image, and reinforces a sense of accomplishment for the senior client. The needs for these events with emphasis on recognition have been targeted by positive relationships with clients and teachers.

The SWFP supplies card and board games, dominoes, provides three pool tables, and holds bingo games three times a week. A free lending library is also available to senior clients. Center parties and special events are always planned in conjunction with holidays to highlight socialization and camaraderie during these "family and friend" oriented celebration days. Special events have included evening dinner/dances, variety shows, a "mock wedding", talent contests, and variety shows. These events are reinforced by volunteer participation.

All barriers of race, ethnic background, or financial standing seem to be erased when seniors are gathered to enjoy music/dancing or other entertaining programs.

New programs, activities, and classes are frequently presented such as Flower Arrangement, Fine Jewelry Design, and Computer Classes to stay abreast of changing needs, and new trends in recreational and leisure activities. Computer classes have been so successful, intermediate, advanced, and internet classes have been added to the program.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: VOLUNTEER PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ___ or No X___

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday - Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

The provision of a volunteer services program has proved to be a valuable entity to enhance senior services at the SWFP and in the community. The City funded service is implemented by the Activities Supervisor. This position is responsible for recruiting, placement, and training of volunteers, as well as planning volunteer activities, and record-keeping duties.

The primary focus of the program concentrates on the needs of seniors at the SWFP Center. Volunteers placed at the center have performed clerical tasks, kitchen and dining room duties, entertainment programs, special events and many more valued services enjoyed by the senior clientele. Bi-lingual volunteers are also placed at the SWFP to aid in translation and assistance of minority seniors with participation in center activities.

Press releases highlighting the program, and detailing specific volunteer positions available at the SWFP Senior Center are sent to area newspapers. Volunteer programs are featured in the bi-monthly Pembroke Pines Publication.

Each year the Volunteer Services Program collects food and prepares Thanksgiving Baskets for the needy in the Community. This has been a very successful and rewarding project.

The Center prides itself with helping High School Students reach their community hours needed for high school graduation, while teaching them to value time spent with the senior community.

III.A. DESCRIPTION OF SERVICE DELIVERY

SERVICE: TRANSPORTATION PROGRAM(S): Southwest Sector – SWFP Senior Center

Is this a new service? Yes ☐ or No ☒

III.A.1. DESCRIBE THE SPECIFIC ACTIVITIES YOUR AGENCY WILL PROVIDE UNDER THIS SERVICE.

SITE LOCATION:

301 NW 103 Avenue
Pembroke Pines, FL 33026

DAYS AND HOURS OF OPERATION:

Monday – Friday 8:00 AM – 5:00 PM
Services will not be delivered on the following days

01/01/22 - New Year's Day	09/05/22 - Labor Day
01/17/22- Martin Luther King Day	11/11/22 - Veterans' Day
02/21/22 - President's Day	11/24/22- Thanksgiving Day
05/30/22 - Memorial Day	11/25/22 - Day After Thanksgiving
06/20/22 – Juneteenth Day	12/25/22 - Christmas Day
07/04/22 – Independence Day	

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. 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 SWFP 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 multi-lingual 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 multi-lingual 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 includes an administrator, dispatcher, scheduler, 2 part-time clerical specialists, and 29 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 Easy Rides 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 22 vehicles used in the transport of clients are housed in a reserved area at a designated city site. Seventy-five percent (98%) 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 one hundred forty-five (115), 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.

V.A. 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 Meals on Wheels, which is 1/3 of RDA. Provide healthy snacks throughout the day. Encourage adequate fluid intake. Record monthly weight checks to ensure weight maintenance Provide annual nutrition status evaluations. Provide annual reassessment and make appropriate referrals.
OUTCOME: Provide and maintain a healthy, well balanced and nutritional lifestyle while at center.

GOAL Age with Dignity
OBJECTIVE To assist elders to maintain their independence and choices in their homes as long as possible.
STRATEGIES/ACTION STEPS: ADC services provide a viable alternative to premature institutionalization by offering an individualized care plan and providing encouragement for active participant involvement. Encourage social interaction as well as participant functioning in activities of daily living (ADL) skills. Provide social services including Counseling, and Information & Referral and Caregiver Training and Support. Provide transportation services including special services for those participants with severely impaired mobility. Provide annual reassessment and make appropriate referrals.
OUTCOME: Slowing down the client's cognitive and physical decline. Providing caregivers with respite and opportunity to maintain the ability to work.

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. Provide caregivers support groups, counseling and information and referral on an ongoing basis.
OUTCOME: Provide caregivers the information necessary to continue caring for their loved one, an outlet to seek validation, referrals and respite.

GOAL Age in an Elder-Friendly Environment
OBJECTIVE To help elders to have home environments that are as safe as possible. To promote awareness on prevention of abuse, neglect, and exploitation of the elderly.
STRATEGIES/ACTION STEPS: Provide educational classes on an ongoing basis including speakers from the community. Provide a support system for the participants living alone or with minimal family assistance, enabling them to continue their independent lifestyle safely in the community. Collaborate with local law enforcement agencies to promote awareness to the elderly community. Provide annual reassessment and make appropriate referrals.
OUTCOME: Provide varied information on safety for self, home which promotes continued independence.

GOAL Enhance Area Agency on Aging Management and Oversight Performance.
OBJECTIVE Number of People serve – 3,000
STRATEGIES/ACTION STEPS:
OUTCOME :

GOAL

To maintain accurate data in (CIRTS).

OBJECTIVE: Maintain and update information on all registered elders in the CIRTS program in order to better assess and provide needed services to the community.

STRATEGIES/ACTION STEPS:

Well-trained staff will be very useful to keep the database accurate. Keep all pertinent staff abreast of all changes in procedures via continuous trainings as needed and required.

OUTCOME: Accuracy in data entry and in elder information will afford proper tracking and provision of services needed, therefore better evaluation of needs within the community.

FLORIDA DEPARTMENT OF ELDER AFFAIRS SIMPLIFIED UNIT COST METHODOLOGY 05/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center															(Service Reference)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

[illegible]

FLORIDA DEPARTMENT OF ELDER AFFAIRS SIMPLIFIED UNIT COST METHODOLOGY 05/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center																			

FLORIDA DEPARTMENT OF ELDER AFFAIRS SIMPLIFIED UNIT COST METHODOLOGY 03/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center										(1)			(2)			(3)			(4)			(5)			(57)	
STAFF	POSITION DESCRIPTION	Adult Day Care IIIB			Adult Day Care IIIE			Caregiver Training & Support Group IIIE			Counseling Individual			Counseling Group			Education/Tr									
		% 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								
J. Shechter	Community Services Director	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
S. Aguilar	Human Services Coordinator	0.00%	-	-	0.00%	-	-	5.00%	88.2	3,488.75	5.00%	88.2	3,488.75	15.00%	264.6	10,466.25	2.00%	35.3								
A. Grosso	Accountant Specialist	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
I. Nunez	Receptionist/Clerical Assist	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
C. Arango	Administrative Assistant	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
N. Gomez	Intake Worker	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
S. Shechter	Program Coordinator	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
T. Meyers	Activities Specialist	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Laurent	Social Services Manager	0.00%	-	-	0.00%	-	-	5.00%	89.1	2,750.80	5.00%	-	-	0.00%	-	-	0.00%	-	-							
O. Williams	P/T Recreation Aide	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
S. Sayas	Social Worker	0.00%	-	-	0.00%	-	-	25.00%	367.5	8,523.25	50.00%	735.0	17,046.50	5.00%	73.5	1,704.65	20.00%	294.0								
S. Felix	Activities Coordinator	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
VACANT	Recreation Aide	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
F. Rivera	P/T Recreation Leader	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
H. Daniels	Activities Coordinator Assistant	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Bernowitz	Custodian	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
H. Roisein	Intake Counselor	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
A. Aracena - ESSF	VP of Adult Day Services - ES	11.50%	177.1	5,175.00	11.50%	177.1	5,175.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
A. Moody - ESSF	Center Director - ESSF	22.50%	319.1	2,895.75	8.50%	120.5	1,093.95	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
E. Guerrero	C N A/Activities Assistant - ES	22.50%	361.8	4,212.00	8.50%	136.7	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
L. Cadet	C N A/Activities Assistant - ES	22.50%	413.1	4,212.00	8.50%	156.1	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
B. Sadler	C N A/Activities Assistant - ES	22.50%	207.9	2,137.50	8.50%	78.5	807.50	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Delva	C N A/Activities Assistant - ES	6.00%	89.5	4,200.00	2.00%	29.8	1,400.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
G. Gabaldon	Registered Nurse	15.50%	212.8	6,448.00	15.50%	212.8	6,448.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
A. Gaynor - ESS	LPN - ESSF	22.50%	391.5	4,680.00	8.50%	147.9	1,768.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Hernandez	C N A/Activities Assistant	22.50%	391.5	4,095.00	8.50%	147.9	1,547.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
A. Barrera	C N A/Activities Assistant	22.50%	319.1	2,895.75	8.50%	120.5	1,093.95	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
C. Joseph Pierre	C N A/Activities Assistant	22.50%	289.8	2,737.60	8.50%	109.5	1,034.28	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
L. Kim	C N A/Activities Assistant - ES	22.50%	402.3	4,329.00	8.50%	152.0	1,635.40	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Lamothe	C N A/Activities Assistant - ES	22.50%	308.9	8,550.00	8.50%	116.7	3,230.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
E. Mas - ESSF	Activities Director - ESSF	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
Y. Hernandez	Administrative Assistant	22.50%	402.3	4,212.00	8.50%	152.0	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
L. Walker	C N A/Activities Assistant - ES	22.50%	319.1	3,098.48	8.50%	120.5	1,170.54	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
R. Diaz	C N A/Activities Assistant - ES	22.50%	402.3	4,212.00	8.50%	152.0	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
J. Francis	C N A/Activities Assistant - ES	15.50%	212.8	6,448.00	15.50%	212.8	6,448.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Silverberg	LPN - ESSF	20.00%	283.6	2,860.00	11.00%	156.0	1,573.00	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
F. Villavicencio	C N A/Activities Assistant	22.50%	413.1	4,212.00	8.50%	156.1	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Montero	Activities Leader	22.50%	391.5	4,212.00	8.50%	147.9	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
Ana E. Garcia	C N A/Activities Assistant - ES	22.50%	413.1	4,212.00	8.50%	156.1	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Laine	C N A/Activities Assistant - ES	22.50%	413.1	4,212.00	8.50%	156.1	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Vincent	C N A/Activities Assistant - ES	22.50%	391.5	4,212.00	8.50%	147.9	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
A. Suarez	C N A/Activities Assistant - ES	22.50%	413.1	4,212.00	8.50%	156.1	1,591.20	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
L. Pol Garcia	C N A/Activities Assistant - ES	22.50%	319.1	2,895.75	8.50%	120.5	1,093.95	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
S. Batchelor	C N A/Activities Assistant - ES	22.50%	402.3	4,352.40	8.50%	152.0	1,644.24	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
D. Cera	C N A/Activities Assistant - ES	22.50%	402.3	4,329.00	8.50%	152.0	1,635.40	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
M. Jambon	C N A/Activities Assistant - ES	22.50%	414.0	4,329.00	8.50%	156.4	1,635.40	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
J. Chireno	Food Assistant - ESSF	20.00%	283.6	2,502.60	11.00%	156.0	1,376.43	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							
A. Garcia Aguilar	Food Assistant - ESSF	20.00%	304.4	2,761.20	11.00%	167.4	1,518.66	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-							

FLORIDA DEPARTMENT OF ELDER AFFAIRS SIMPLIFIED UNIT COST METHODOLOGY 05/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FLORIDA DEPARTMENT OF ELDER AFFAIRS SIMPLIFIED UNIT COST METHODOLOGY 05/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center																
		(53)			(59)			(60)			(61)			(62)		
ning		Screening/Assessment			Homemaker			Personal Care			Recreation			Respite		
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
Y. Munoz	Contract & Compliance Assistant	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	Human Resources	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	Development De	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	Maintenance Del	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	Administrative &	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
	ESSF	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
E. Brutus	Transportation Operation Spec	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
B. Doodnauth	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
A. Alcantara	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
M. Beaubien	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
S. Londono	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Matos	Transportation Coordinator	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Cabrera	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
W. Idiarte	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
K. Menendez	Clerical	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Sauveur	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
A. Davis	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
P. Alexis	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
V. Arenas	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
M. Barnes	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
B. Beaulieu	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Michel	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
R. Harragin	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Christhonte	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
P. Justin	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
G. Dumesle	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
E. De Leon	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Dieujuste	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Pierre	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
F. Desgrottes	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Perry	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Michel	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
O. Petit-Homme	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
R. Favard	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
P. Vital	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
M. Presendieu	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
J. Ramirez	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
E. Glaudin	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
A.L. Robinson	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
E. Holmes	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
T. Smith	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
G. Cluquot	Van Driver	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-
TOTAL WAGES		8,214.10	0.3%		16,928.22	0.6%		34,633.45	1.2%		41,829.65	1.4%		180,074.75	6.1%	
PERCENTAGE OF WAGES																
TOTAL HOURS				747.32	0.5%			1,241.34	0.9%		1,549.16	1.1%		7,210.20	5.1%	
PERCENTAGE OF HOURS																

FLORIDA DEPARTMENT OF ELDER AFFAIRS Simplified Unit Cost Methodology 05/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center				(63)			
STAFF	POSITION DESCRIPTION	Transportation		WAGE COST	% age Check Total		
		% OF TIME	HR/UNIT				
J. Shechter	Community Services Director	0.00%	-	-	100.00%		
S. Aguilar	Human Services Coordinator	0.00%	-	-	100.00%		
A. Grosso	Accountant Specialist	0.00%	-	-	100.00%		
I. Nunez	Receptionist/Clerical Assist	0.00%	-	-	100.00%		
C. Arango	Administrative Assistant	0.00%	-	-	100.00%		
N. Gomez	Intake Worker	0.00%	-	-	100.00%		
S. Shechter	Program Coordinator	0.00%	-	-	100.00%		
T. Meyers	Activities Specialist	0.00%	-	-	100.00%		
M. Laurent	Social Services Manager	0.00%	-	-	100.00%		
O. Williams	P/T Recreation Aide	0.00%	-	-	100.00%		
S. Sayas	Social Worker	0.00%	-	-	100.00%		
S. Felix	Activities Coordinator	0.00%	-	-	100.00%		
VACANT	Recreation Aide	0.00%	-	-	100.00%		
F. Rivera	P/T Recreation Leader	0.00%	-	-	100.00%		
H. Daniels	Activities Coordinator Assistant	0.00%	-	-	100.00%		
M. Bernowitz	Custodian	0.00%	-	-	100.00%		
H. Roisin	Intake Counselor	0.00%	-	-	100.00%		
A. Aracena - ESS	VP of Adult Day Services - ES	0.00%	-	-	100.00%		
A. Moody - ESSF	Center Director - ESSF	0.00%	-	-	100.00%		
E. Guerrero	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
L. Cadet	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
B. Sadler	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
M. Delva	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
G. Gabaldon	Registered Nurse	0.00%	-	-	100.00%		
A. Gaynor - ESS	LPN - ESSF	0.00%	-	-	100.00%		
M. Hernandez	C N A/Activities Assistant	0.00%	-	-	100.00%		
A. Barrera	C N A/Activities Assistant	0.00%	-	-	100.00%		
C. Joseph Pierre	C N A/Activities Assistant	0.00%	-	-	100.00%		
L. Kim	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
M. Lamothe	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
E. Mas - ESSF	Activities Director - ESSF	0.00%	-	-	100.00%		
Y. Hernandez	Administrative Assistant	0.00%	-	-	100.00%		
L. Walker	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
R. Diaz	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
J. Francis	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
M. Silverberg	LPN - ESSF	0.00%	-	-	100.00%		
F. Villavicencio	C N A/Activities Assistant	0.00%	-	-	100.00%		
M. Montero	Activities Leader	0.00%	-	-	100.00%		
Ana E. Garcia	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
M. Laine	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
M. Vincent	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
A. Suarez	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
L. Pol Garcia	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
S. Batchelor	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
D. Cera	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
M. Jambon	C N A/Activities Assistant - ES	0.00%	-	-	100.00%		
J. Chireno	Food Assistant - ESSF	0.00%	-	-	100.00%		
A. Garcia Aguilar	Food Assistant - ESSF	0.00%	-	-	100.00%		

FLORIDA DEPARTMENT OF ELDER AFFAIRS SIMPLIFIED UNIT COST METHODOLOGY 05/2015 PERSONNEL COSTS WORKSHEET BUDGET YEAR: January 1, 2022 - December 31, 2022 RECIPIENT NAME: Southwest Focal Point Senior Center				(63)					
			Transportation						
STAFF	POSITION DESCRIPTION	% OF TIME	HR/UNIT	WAGE COST	% age Check Total				
Y. Munoz	Contract & Compliance Assist	0.00%	-	-	100.00%				
Human Resources									
Development De	ESSF	0.00%	-	-	100.00%				
Maintenance Del	ESSF	0.00%	-	-	100.00%				
Administrative &	ESSF	0.00%	-	-	100.00%				
E. Brutus	Transportation Operation Spec	100.00%	1,788.0	51,236.00	100.00%				
B. Doodnauth	Van Driver	0.00%	-	-	100.00%				
A. Alcantara	Van Driver	0.00%	-	-	100.00%				
M. Beaubien	Van Driver	0.00%	-	-	100.00%				
S. Londono	Van Driver	100.00%	1,788.0	37,440.00	100.00%				
J. Matos	Transportation Coordinator	100.00%	1,878.0	52,520.00	100.00%				
J. Cabrera	Clerical	100.00%	1,788.0	27,040.00	100.00%				
W. Idarte	Clerical	0.00%	-	-	100.00%				
K. Menendez	Clerical	100.00%	1,276.0	13,042.00	100.00%				
J. Sauvaur	Van Driver	100.00%	1,788.0	33,930.00	100.00%				
A. Davis	Van Driver	0.00%	-	-	100.00%				
P. Alexis	Van Driver	100.00%	1,872.0	36,270.00	100.00%				
V. Arenas	Van Driver	80.00%	1,430.4	29,952.00	100.00%				
M. Barnes	Van Driver	0.00%	-	-	100.00%				
B. Beautelus	Van Driver	80.00%	1,435.2	29,952.00	100.00%				
J. Michel	Van Driver	0.00%	-	-	100.00%				
R. Harragin	Van Driver	80.00%	1,025.6	29,952.00	100.00%				
J. Christhonte	Van Driver	80.00%	1,502.4	27,331.20	100.00%				
P. Justin	Van Driver	0.00%	-	-	100.00%				
G. Dumesle	Van Driver	0.00%	-	-	100.00%				
E. De Leon	Van Driver	0.00%	-	-	100.00%				
J. Dieujuste	Van Driver	100.00%	1,788.0	36,270.00	100.00%				
J. Pierre	Van Driver	0.00%	-	-	100.00%				
F. Desgrottes	Van Driver	0.00%	-	-	100.00%				
J. Perry	Van Driver	0.00%	-	-	100.00%				
J. Michel	Van Driver	0.00%	-	-	100.00%				
O. Petit-Homme	Van Driver	100.00%	1,872.0	36,270.00	100.00%				
R. Favard	Van Driver	0.00%	-	-	100.00%				
P. Vital	Van Driver	0.00%	-	-	100.00%				
M. Presendieu	Van Driver	0.00%	-	-	100.00%				
J. Ramirez	Van Driver	0.00%	-	-	100.00%				
E. Glaudin	Van Driver	100.00%	1,282.0	33,930.00	100.00%				
A.L. Robinson	Van Driver	0.00%	-	-	100.00%				
E. Holmes	Van Driver	0.00%	-	-	100.00%				
T. Smith	Van Driver	100.00%	1,788.0	37,440.00	100.00%				
G. Clicquot	Van Driver	100.00%	996.0	35,100.00	100.00%				
TOTAL WAGES PERCENTAGE OF WAGES				547,675.20 18.6%					
TOTAL HOURS PERCENTAGE OF HOURS				25,297.60 17.9%					
Filename: C:\Design\PenDix CS - Unit Costs Methodology - 2022\22\MSK (Personnel Allocants) 7									

FLORIDA DEPARTMENT OF ELIC										
SIMPLIFIED UNIT COST METHC										
Total Cost Allocation Worksheet										
BUDGET YEAR: January 1, 202;										
RECIPIENT NAME: Southwest F										
	(4)	(5)	(57)	(58)	(59)	(60)	(61)	(62)	(63)	
LINE ITEM EXPENSES	Counseling Individual	Counseling Group	Education/Training	Screening/Assessment	Homemaker	Personal Care	Recreation	Respite	Transportation	Total Services Costs
Wages	20,535.25	12,170.90	8,214.10	16,928.22	34,633.45	41,829.65	180,074.75	15,359.53	547,675.20	2,271,856.65
Fringe	3,901.70	2,312.47	1,560.68	3,216.36	6,580.36	7,947.63	34,214.20	2,918.31	104,058.29	431,652.76
Travel	-	-	-	-	-	-	-	-	-	2,840.00
Education/Training	-	-	-	-	-	-	-	-	-	5,604.00
Communications & Utilities	-	-	-	-	-	-	-	-	-	2,622.00
Printing & Supplies	-	-	-	-	-	-	-	-	-	29,481.00
Advertising	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	42,986.00
Maintenance & Repair	-	-	-	-	-	-	-	-	-	-
Rent	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	28,434.00
Professional fees/Legal/Audit	-	-	-	-	-	-	-	-	-	31,937.00
Sub-contractors #1 (\$0) Resca	-	-	-	-	-	-	-	-	-	25,000.00
Sub-contractors #2 (\$0) Dougl	-	-	-	-	9,750.00	13,750.00	-	1,500.00	-	25,000.00
Sub-contractors #3 (\$0) ESSF	-	-	-	-	9,750.00	13,750.00	-	1,500.00	-	-
Sub-contractors #4 (\$0)	-	-	-	-	-	-	-	-	-	-
Sub-contractors #5 (\$0)	-	-	-	-	-	-	-	-	-	-
Program Supplies	-	-	-	-	-	-	-	-	-	22,372.00
Depreciation	-	-	-	-	-	-	-	-	-	-
Food & Food Supplies	-	-	-	-	-	-	-	-	-	127,000.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,330.00
TOTAL ALLOWABLE COSTS	24,436.95	14,483.37	9,774.78	20,144.58	60,713.81	77,277.28	214,288.95	21,277.84	651,733.49	3,053,115.41
Service Subcontract Allowance a	-	-	-	-	-	-	-	-	-	-
Service Subcontract Adjustment	-	-	-	-	19,500.00	27,500.00	-	3,000.00	-	-
Reallocate Management & Gen	7,188.95	4,260.77	2,875.58	5,926.21	12,124.43	14,643.66	63,040.30	5,377.04	191,729.32	-
Total Modified Direct Costs	24,436.95	14,483.37	9,774.78	20,144.58	41,213.81	49,777.28	214,288.95	18,277.84	651,733.49	-
Reallocate Facilities & Mainten	4,535.10	8,072.48	18,140.41	22,675.51	725.62	725.62	390,780.72	725.62	37,278.54	-
Square Footage Occupied	250	445	1,000	1,250	40	40	21,542	40	2,055	-
TOTAL COSTS BY SERVICE	36,161.00	26,816.62	30,790.77	48,746.30	73,563.85	92,646.56	668,109.98	27,380.50	880,741.35	-
Budgeted In-Kind Valuation	-	-	-	-	-	-	-	-	-	-
Total Costs Plus In-Kind by Ser	36,161.00	26,816.62	30,790.77	48,746.30	73,563.85	92,646.56	668,109.98	27,380.50	880,741.35	-
Total Number of Service Units (e	300	70	48	120	3,000	4,000	6,053	1,059	-	-
UNIT COST (Actual Cost)	120.54	383.09	641.47	406.22	24.52	23.16	110.38	25.86	#DIV/0!	-

III.B. SUPPORTING BUDGET SCHEDULE BY PROGRAM ACTIVITY
SIMPLIFIED UNIT COST METHODOLOGY 05/2015

PSA 10: Broward County

Form Revised

Contract Period: January 1, 2022 - December 31, 2022

ORIGINAL DATE: October 20, 2021

Contract Funding Source: IIB & IIIE

REVISED DATE:

RECIPIENT NAME: Southwest Focal Point Senior Center

REVISION NUMBER:

DESCRIPTION	(Service Reference)											Transportation #DIV/0!
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
1. Total Budgeted Costs	TOTAL SERVICES	Adult Day Care IIB	Adult Day Care IIIE	Caregiver Training & Support Group IIIE	Counseling Individual	Counseling Group	Education/Training	Screening/Assessment	Homemaker	Personal Care	Recreation	Respite
	2,554,106.89	867,944.98	659,210.46	22,735.87	36,161.00	26,816.62	30,790.77	48,746.30	73,563.85	92,646.56	668,109.98	27,380.50
2. Total Budgeted Units	168,075	86,085	67,192	148	300	70	48	120	3,000	4,000	6,053	1,059
(a) OAA Units		30,867	11,974	148	300	70	48	120	3,000	4,000	6,053	1,059
(b) ADILSP/CCE/HCE & Other Non-ADRC Units		55,218	55,218	0	0	0	0	0	0	0	0	0
3. Total Cost Per Unit of Service	n/a	13.04	9.81	153.62	120.54	383.09	641.47	406.22	24.52	23.16	110.38	25.86
4. Provider Supporting Revenue	1,991,762.89	616,378.42	561,625.46	19,735.87	33,104.00	25,104.62	28,390.77	46,840.30	11,733.85	10,206.56	633,088.54	5,554.50
(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
(b) Provider Non-Matching In-Kind Support	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	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
(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
(e) Other 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
Sub-Total Support & Other Contracts:	1,996,762.89	616,378.42	561,625.46	19,735.87	33,104.00	25,104.62	28,390.77	46,840.30	11,733.85	10,206.56	638,088.54	5,554.50
5. Aging & Disability Resource Center Contract Budget	418,192.00	177,656.00	85,728.00	3,000.00	681.00	1,712.00	0.00	205.00	55,046.00	77,252.00	1,590.00	15,322.00
(a) OAA Funds	43,867.00	24,774.00	0.00	0.00	0.00	0.00	0.00	617.00	6,784.00	5,188.00	0.00	6,504.00
(b) Council Local Match	95,285.00	49,136.56	11,857.00	0.00	2,376.00	0.00	2,400.00	1,084.00	0.00	0.00	28,431.44	0.00
(c) Provider Match (Cash or In-Kind)												
Sub-Total Aging & Disability Resource Center Contract Budget	557,344.00	251,566.56	97,585.00	3,000.00	3,057.00	1,712.00	2,400.00	1,906.00	61,830.00	82,440.00	30,021.44	21,826.00
6. Contracted Unit Rate	n/a	8.15	8.15	20.27	10.19	24.46	50.00	15.88	20.61	20.61	4.96	20.61
7. Total Budgeted Support	2,554,106.89	867,944.98	659,210.46	22,735.87	36,161.00	26,816.62	30,790.77	48,746.30	73,563.85	92,646.56	668,109.98	27,380.50
8. Estimated Number of UNDUPLICATED Clients		50	30	7	75	1	1	60	30	30	1,100	10

IV.B. MATCH COMMITMENT OF CASH DONATION

Agency Name: Southwest Focal Point Senior Center

Donor Identification: _____

Name: Aging & Disability Resource Center of Broward County

Street: 5300 Hiatus Road

City: Ft. Lauderdale

State: Florida

Zip: 33351

Phone: 954-745-9567

Authorized Representative: _____

Total Amount \$ 5,000 – OAA IIIB

Payments _____

Amount/Payment \$ _____

Contribution Period January 1, 2022 – December 31, 2022

Special Conditions: _____

Donor Certification: _____

I hereby certify intent to make the cash donation set forth above for use in the specified program during the program's upcoming funding period. This cash is not included as match for any other State or Federally assisted program or contract and is not borne by the federal government directly under any federal grant or contract.

Signature of Donor or Representative: _____ Date: _____

**VIII.B. MATCH COMMITMENT OF IN-KIND CONTRIBUTION OF SERVICES
BY STAFF OF SERVICE PROVIDER OR STAFF OF OTHER ORGANIZATIONS**

Agency Name: SOUTHWEST FOCAL POINT SENIOR CENTER

Donor Identification: _____

Name: CITY OF PEMBROKE PINES

Street: 901 City Center Way

City: Pembroke Pines

State: Florida

Zip: 33025

Phone: 954-450-1040

Authorized Representative: Charles F. Dodge

The personal services described below are committed for use by the project for the period of:

Description of Positions:

<u>Position</u>	<u>Service</u>	<u>Hourly Rate or #Hours</u>	<u>Value</u>
<u>Title</u>	<u>Annual Salary</u>	<u>Worked</u>	<u>to Project</u>

1. Various positions - IIIB \$83,426

2. Various positions - IIIE \$11,857

3.

4.

5.

TOTAL - \$95,284

* Value to project = (# of hours provided) x (hourly rate of annual salary).

Donor Certification: It is certified that the time devoted to the project will be performed during normal working hours.

These services are not included as a match for any other State or Federally assisted program or contract and are not borne by the Federal Government directly or indirectly under any Federal grant or contract except as provided for under _____ (cite the authorizing Federal regulation or law if applicable).

Signature of Donor or Representative: _____ Date: _____

X.B. 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 Aging & Disability Resource Center of Broward County.

1. Current Board Roster
2. Articles of Incorporation
3. 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

C. ORGANIZATIONAL CAPABILITY ITEMS

I.C. Corporate Qualifications

Provide a synopsis of corporate qualifications that demonstrates the ability to manage and maintain the proposed project (s) and services (s).

Southwest Focal Point is fortunate to be staffed with seasoned employees directing the project, programming activities and administering the funding for over twenty years. All staff are well versed regarding the services and programming available to the clients. SWFP has been funded for over 30 years, proving that the management of all current services, the staff and the implementation of all programming have been successfully executed year after year.

II.C. Financial Stability:

- A. Provide a copy of the most recent financial statement, audit or other acceptable documentation that attests to a reliable financial and administrative system.

Please refer to City of Pembroke Pines Comprehensive Annual Financial Report and Compliance Reports for Fiscal Year Ended September 30, 2018

- B. Are financial resources/operating funds sufficient to sustain the project for a minimum of 60 days?

Yes.

III.C. Organizational Capacity (Include organizational Chart)

Provide evidence of the organization to deliver the requested services

Please see page 75

IV.C. Volunteer Recruitment, Training, and Utilization Plan. (Include a plan outlining Volunteer Recruitment, Training, and Utilization)

Please see page 26

V.C. Staff Training (Include a Staff Training Plan outlining orientation, pre-service for new staff, and ongoing training for existing staff)

Please refer to page 16.

VI.C. Administrative Assessment of Potential Providers (Appendix I). (Does the responses contained in the Administrative Assessment indicate satisfactory managerial, financial, and administrative practices?)

Yes.

