



## Council Action and Executive Summary

Item # 4 Ordinance/Resolution# 13-136

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of April 15, 2013  
(Adoption Date)

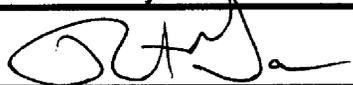
Please check box that applies to this item:

QUASI JUDICIAL       LEGISLATIVE       ADMINISTRATIVE

**TITLE: A RESOLUTION AUTHORIZING SENIOR PROGRAMS TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$16,791.00 WITH A \$7,777.00 MATCH REQUIREMENT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS) FOR IMPLEMENTATION OF THE RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP).**

**PURPOSE(S) OF ACTION:**

To accept the RSVP grant.

<b>COUNCIL DISTRICT: ALL</b>		
<b><u>Drafter/Staff Contact:</u></b> David Dollahon	<b><u>Department/Section:</u></b> Community & Cultural Services	<b><u>Phone:</u></b> 575-528-3060
<b><u>City Manager Signature:</u></b>		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The City of Las Cruces Senior Programs receives funds from the Corporation for National and Community Service (CNCS) for the operation of the Retired and Senior Volunteer Program (RSVP) in our area. The seniors are given the opportunity to volunteer their time at various volunteer stations in and around Las Cruces. They benefit through mileage reimbursement, special volunteer events, and the improved quality of life received through helping others. The City grant request, as part of our initial application to CNCS, was \$50,372.00 in federal funds with a \$23,331.00 match requirement for the full 12-month period (April 2013 to March 2014). However, because of uncertainty with CNCS' budget at the federal level (i.e. sequestration), the City has been notified that our award will only be for the first four months of the grant period (April through July 2013), anticipating that a forthcoming continuing resolution from Congress will increase the availability of funds to cover the operating expenses for the remainder of the grant period. Should additional funding be awarded for the remainder of the grant period, the appropriate resolution will be brought forward for Council's consideration at that time.

City staff had anticipated receiving this grant as part of the annual budget development and approval process therefore a budget adjustment is not necessary for either fiscal years (FY2013 or FY2014) at this time.

(Continue on additional sheets as required)

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Notice of Award.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
	<input type="checkbox"/>		Proposed funding is from a new revenue source (i.e. grant; see details below)
	<input type="checkbox"/>		Proposed funding is from fund balance in the _____ Fund.
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ Fund in the amount of \$_____ for FY_____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

This grant award was anticipated as part of the City's FY2013 budget development and approval process; therefore, no adjustment is necessary at this time.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
RSVP Fund (FY2013 portion)	21205110-VARIOUS-1414H	\$12,593.00	\$12,593.00	\$0.00	N/A
General Fund (match – FY2013 portion)	10205060-VARIOUS-1414H	\$5,833.00	\$5,833.00	\$0.00	N/A

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will accept grant funds from the CNCS in the amount of \$16,791.00 with a \$7,777.00 match requirement for the operation of the City's RSVP.
2. Vote "No"; this will not accept grant funds from the CNCS for the operation of the City's RSVP.
3. Vote to "Amend"; this will require direction by the Council to staff and could delay the implementation and reimbursement for allowable grant expenditures.

(Continue on additional sheets as required)

4. Vote to "Table"; this could delay Senior Programs ability to implement the grant for the RSVP by the reversion date and will require direction by the Council to staff.

**REFERENCE INFORMATION:**

N/A

**RESOLUTION NO. 13-136**

**A RESOLUTION AUTHORIZING SENIOR PROGRAMS TO ACCEPT A GRANT AWARD IN THE AMOUNT OF \$16,791.00 WITH A \$7,777.00 MATCH REQUIREMENT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS) FOR IMPLEMENTATION OF THE RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP).**

The City Council is informed that:

**WHEREAS**, the City of Las Cruces Senior Programs Retired and Senior Volunteer Program (RSVP) receives funds from the Corporation for National and Community Service (CNCS) to offset operating expenses; and

**WHEREAS**, the City of Las Cruces has received an allocation in the amount of \$16,791.00 with a \$7,777.00 match requirement as reflected in Exhibit "A"; and

**WHEREAS**, this allocation represents four months of a year-long program crossing parts of each of the City's 2013 and 2014 fiscal years; and

**WHEREAS**, any additional funds will be added to the project as they become available through the federally-funded program and with the appropriate Council action at such time.

**NOW, THEREFORE**, Be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** the City of Las Cruces Senior Programs section is authorized to accept a grant award in the amount of \$16,791.00 with a \$7,777.00 match requirement, as shown in Exhibit "A" attached hereto and made part of this resolution.

**(II)**

**THAT** City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Thomas:	_____

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**Notice of Grant Award****Corporation for National and Community Service**601 Walnut Street, Suite 876 E  
Philadelphia, PA 19106-3323**Retired and Senior Volunteer Program****Grantee**City of Las Cruces  
700 N Main St PO Box 20000 Las Cruces NM 88001-1120

EIN: 856000147

**Award Information**

Agreement No.:	11SRWNM003	Project Period:	07/01/2011 - 03/31/2014
Amendment No.:	3	Budget Period:	04/01/2013 - 03/31/2014
CFDA No.:	94.002	Grant Year:	3

**Award Description**

This award includes funding of only 4 months due to the Federal Government's Continuing Resolution. Subject to the availability of funds, we intend to provide additional funds to cover either part of, or the remainder of, the grant in the event that Congress provides a new continuing resolution, or full appropriation.

**Purpose**

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C., Chapter 22).

**Funding Information**

Year 3	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$16,791	\$16,791
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$16,791	\$16,791

**Cumulative Funding for Project Period**

Total Awarded in Previous Amendments	\$88,151
Total CNCS Funds Awarded to Date	\$104,942

**Funding Source and Amount**

2013--OPE1-P74-OPO-22409-4101 \$16,791.00

**Special Conditions**

Costs allowed under this grant are limited to those categories contained in the signed application package dated February 5, 2013.

Compliance with all applicable OMB Circulars is required.

Terms of Acceptance: By accepting funds under this grant, the Grantee agrees to comply with all terms and conditions of the grant that are on the Corporation's website at [https://egrants.cns.gov/termsandconditions/RSVPTandC\\_Revised20121001.pdf](https://egrants.cns.gov/termsandconditions/RSVPTandC_Revised20121001.pdf), all assurances and certifications made in the Grant application, and all applicable federal statutes, regulations and guidelines. The Grantee agrees to administer the funded Program in accordance with the approved Grant application and guideline(s), supporting documents, and other representations made in support of the approved Grant application.

# Notice of Grant Award

For Official Use Only

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601 Walnut Street, Suite 876 E  
Philadelphia, PA 19106-3323

## Retired and Senior Volunteer Program

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### Grantee

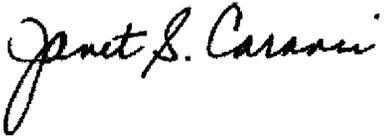
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City of Las Cruces  
700 N Main St PO Box 20000 Las Cruces NM 88001-1120

EIN: 856000147

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Corporation for National and Community Service:

 03/11/2013

Signature Date

Janet Caranci

Name (typed)

Senior Grants Officer

Title

Janet Caranci, 215-964-6315

Grants Official

Michelle Griffith, 505-988-6577

Program Official

**Budget Narrative: City of Las Cruces THE NETWORK/RSVP for City of Las Cruces**

**Section I. Volunteer Support Expenses**

**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Project Director/Volunteer Coordinator. This position will devote 60% of the time to the RSVP Project.: - 1 person(s) at 40800 each x 60 % usage	24,480	0	24,480	0
Administrative Support Administrator: - 1 person(s) at 85000 each x 5 % usage	0	4,250	4,250	0
Senior Centers Manager: - 1 person(s) at 58000 each x 5 % usage	0	2,900	2,900	0
<b>CATEGORY Totals</b>	24,480	7,150	31,630	0

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 60% of Project Director/Volunteer Coordinator. This represents 60 % of the benefit as calculated by the City of Las Cruces budget office.	1,850	1,850	3,700	0
Health Insurance: 60% Project Director/Volunteer Coordinator. This represents 60 % of the benefit as calculated by the City of Las Cruces budget office.	3,754	0	3,754	0
Retirement: PERA 60 % Project Director/Volunteer Coordinator. This represents 60 % of the benefit as calculated by the City of Las Cruces budget office.	3,518	0	3,518	0
Life Insurance: 60 % Project Director/Volunteer Coordinator. This represents 60 % of the benefit as calculated by the City of Las Cruces budget office.	105	0	105	0
Worker's Comp: 60% Project Director/Volunteer Coordinator. This represents 60 % of the benefit as calculated by the City of Las Cruces budget office.	0	2,260	2,260	0
Dental Insurance: 60% Project Director/Volunteer Coordinator. This represents 60 % of the benefit as calculated by the City of Las Cruces budget office.	150	0	150	0
<b>CATEGORY Totals</b>	9,377	4,110	13,487	0

**C. Project Staff Travel**

**Local Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount

40

Gas and maintenance for 1 vehicles (van) for staff field work: Estimated 90 miles monthly x .555 mile x 12 months	0	600	600	0
<b>CATEGORY Totals</b>	0	600	600	0

### Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/ Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
Attendance for Project Director to attend National Volunteer Conference; annual Senior Day at the NM Legislature; and, annual state Conference on Aging.: National destination, to be announced. State trainings in Santa Fe and Albuquerque.- Meals/Lodging 2,050 Trans 800 Other 500	3,350	0	3,350	0
<b>CATEGORY Totals</b>	3,350	0	3,350	0

### D. Equipment

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

### E. Supplies

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Program Supplies: Estimated \$2000 month x 12 months. Supplies include office supplies, training materials and supplies, and any other supplies needed by volunteers to perform the duties of their assignments.	0	2,400	2,400	0
<b>CATEGORY Totals</b>	0	2,400	2,400	0

### F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Contract Employee for clerical assistance: 15hrs x \$10 hr x 40 weeks - 1 person(s) at \$6,000 each x 100% usage	4,000	2,000	6,000	0
<b>CATEGORY Totals</b>	4,000	2,000	6,000	0

### I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	750	750	0
Postage and Freight (monthly @ \$50 x 12):	0	600	600	0

Printing:	41 1,750	1,750	3,500	0
<b>CATEGORY Totals</b>	1,750	3,100	4,850	0

**J. Indirect Costs**

Calculation -Rate Type -Rate -Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0
<b>SECTION Totals</b>	42,957	19,360	62,317	0
<b>PERCENTAGE</b>	69%	31%		

**Section II. Volunteer Expenses**

**A. Other Volunteer Costs**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals: Meals associated with volunteer training and special events sponsored by project including the annual Volunteer Fair.	0	1,500	1,500	0
Uniforms: RSVP shirts, vests, caps, etc. to be worn by volunteers during special events.	500	0	500	0
Insurance: Auto, Personal and Liability Insurance for 125 volunteers.	1,200	0	1,200	0
Recognition: Volunteer appreciation events, gift certificates, sponsorship of skill-building workshops and trainings, volunteer spotlight recognition program, and other special events.	2,715	471	3,186	0
Volunteer Travel: Reimbursement to volunteers for special assignments including, but not limited to, transporting frail elders to grocery stores and medical appointments. Reimbursement @ .555 mile/\$27.50 max for each 1 way trip.	3,000	2,000	5,000	0
<b>CATEGORY Totals</b>	7,415	3,971	11,386	0
<b>SECTION Totals</b>	7,415	3,971	11,386	0
<b>PERCENTAGE</b>	65%	35%		

<b>BUDGET Totals</b>	50,372	23,331	73,703	0
<b>PERCENTAGE</b>	68%	32%		

**Source of Funds**

Section	Description
Section I. Volunteer Support	

Expenses	City of Las Cruces General Fund
Section II. Volunteer Expenses	Total Sources of Matching Funds City of Las Cruces General Funds