

Milwaukee County Department on Aging
2020 Purchase of Service Contract
Grant Supported Programs and Services
Serving Older Adults of Southeastern Wisconsin

This Contract is made and entered between Milwaukee County, a Wisconsin municipal body corporate, represented by the Milwaukee County Department on Aging, 1220 West Vliet Street Suite 302, Milwaukee, WI 53205 (hereinafter called Department or County), and Serving Older Adults of Southeastern Wisconsin, W172 N8857 Shady Lane, Menomonee Falls, WI 53051 (hereinafter called Contractor).

1. Dates of Performance

This Contract is made in an amount not to exceed \$892,867 for the period of January 1, 2020 through December 31, 2020 to coordinate social and recreational programming at the five county-owned senior centers in Milwaukee County. This contract may be extended for an additional year upon the agreement of the parties.

2. Scope of Service

Contractor shall specifically perform all of the services and achieve the objectives as set forth in the proposal submitted by Contractor to County, which is attached hereto as Exhibit I. Contractor shall perform all services provided under this Contract in the manner prescribed by the relevant Program/Service Guidelines or Specifications, which are herein incorporated by reference and made a part of this Contract as if physically attached hereto.

The Contract consists of the following three (3) documents listed below, all of which are incorporated herein by reference, in the following order of precedence that will govern any inconsistencies between the terms of this Contract and the terms of any Exhibits, Schedules, or Attachments thereto:

- a) This Professional Service Contract
- b) Milwaukee County Request for Proposal #98180022
- c) Contractor's Proposal, dated October 25, 2018

3. Staffing and Delivery of Programs/Services

- A. Contractor shall provide all personnel required to perform the programs or services under this Contract. Such personnel shall not be employees of County, or have any other contractual relationships with County. Any replacement of personnel listed in Contractor's proposal shall be by persons of like qualifications, which shall be attested to by Contractor. Whenever possible, notification of replacement of personnel shall be provided to County prior to replacement.
- B. Contractor will provide proper supervision to all employees providing programs or services under this Contract. Current job descriptions shall be kept on file for positions funded under

this Contract, and each employee will be given a job description at the time of employment and whenever the job description is amended.

- C. Except as provided herein and relevant Program/Service Guidelines or Specifications, Contractor shall determine the methods, procedures, and personnel policies to be used in providing programs and services to eligible clients.
- D. This Contract in its entirety is at all times subject to such local, state, and federal laws and administrative regulations as exist at the time this Contract is executed and as shall become effective after execution but prior to termination of this Contract. Contractor shall comply with all federal, state, and local laws and regulations and shall maintain in good standing all licenses, permits, and certifications relating to the programs and services referred to herein.
- E. All clients served by Contractor under this Contract must meet Department's eligibility requirements as described in the relevant Program/Service Guidelines or Specifications. It is understood that the final authority for determining client eligibility and the amount of services to be provided to individual clients rests with Department and that Contractor will not be reimbursed for services provided to ineligible clients.
- F. Contractor agrees that the programs and services described in Exhibit I will be available to eligible clients throughout the Term of this Contract and to accept all clients referred by Department as long as funds made possible through this Contract are available.
- G. Contractor shall maintain a log of complaints and provide Department a copy of any written complaint made to Contractor regarding any of the services furnished hereunder and will inform Department in writing of the actions taken by Contractor to resolve such complaints.
- H. Contractor shall complete all forms and documents requested by the Department within timeframes outlined by the Department.
- I. Contractor agrees to perform background checks on any Contractor employees, representatives, or agents hired on or after the Effective Date who may have or do have direct contact with clients or customers, to ensure such employees: (i) have not been convicted of a criminal offense related to the provision of services but have not yet been excluded; (ii) have not been convicted of any felony; (iii) as discovered through any background check or based upon Contractor's knowledge, have not been terminated from employment by any employer or contractor for theft, misappropriation of property, or any other potentially illegal or unethical acts. Vendor agrees not to use any employee or potential employee failing to meet the above criteria to provide direct client services to any under this Agreement. Any breach of this section shall give Department the right to terminate this Agreement immediately.

4. Equipment

- A. Contractor agrees that all items of equipment purchased with funds provided by Department under this Contract shall be used for the programs and services purchased through this Contract or as otherwise may be specified in Exhibit I. Contractor further agrees to provide to Department a copy of an invoice for all items of equipment purchased upon request, to annually

inventory provide Department of a list of said equipment, and to maintain property and content insurance, including fire, vandalism, and theft, to cover the replacement value of said items.

- B. Should Department funding cease for the programs or services for which the equipment was purchased under this Contract, or if Contractor should cease using said equipment for the purposes for which it was originally purchased, Contractor agrees either to (1) turn over said equipment to Department for distribution to other approved programs or services for older persons; or (2) dispose of said equipment in such other fashion as may be mutually agreed by Contractor and Department.

5. Fiscal Administration and Program Income

Contractor shall observe the following policies and practices with regard to all funds received from Department pursuant to this agreement:

- A. Contractor agrees to identify the total cost of the program or service funded under this Contract.
- B. Contractor shall provide to Department an agency-wide budget, disclosing all of Contractor's anticipated revenues and expenditures for the period of this Contract.
- C. Funds received by the Contractor under this Contract may not be co-mingled with funds from other sources.
- D. Contractor shall maintain a uniform double entry accounting system and a management information system compatible with cost accounting and control systems.
- E. Contractor agrees to comply with the allowable cost policies and procedures as established by the Wisconsin Department of Health Services.
- F. Program Income. Per 45 CFR Part 75.307(e)(1), Program Income (as hereinafter defined) must be deducted from total allowable costs to determine the net allowable costs; Program Income must be used for current costs; and unanticipated Program Income must be used to reduce the federal award and non-federal entity contributions rather than increase the funds committed to the project. Program Income must be reported and spent within the contract year it is generated. "Program Income" is defined as Contractor revenue meeting one or more of the following descriptions: (1) Contributions/donations collected from participants for services provided (e.g., home-delivered meals, senior dining meals, caregiver services, etc.), (2) Contributions/donations from local civic groups, businesses, members of the community, or other organizations; (3) Proceeds from fundraising; (4) Revenue for meals provided to home and community based long-term care programs (Family Care, IRIS, COP, etc.); (5) Revenue from sales of services or property (e.g. meals, liquid nutritional supplements, etc.); (6) Interest income; (7) Usage or rental fees; or (8) Patent or copyright royalties. The definition of "Program Income" excludes revenues raised by a government grantee/provider under its governing powers (taxes, special assessments, levies, fines) and cash match.

6. Compensation

- A. Contractor shall be compensated for work performed as stated in Exhibit I, attached hereto and made a part of this Contract. Contractor recognizes that the total service needs of the community may not be met and shall provide programs and services within the specific amounts stated in Exhibit I. Department is unable to guarantee the volume of services funded by this Contract. Under no circumstances shall payments under this Contract exceed the amount(s) authorized for this Contract by the Milwaukee County Board of Supervisors. The parties agree that section 66.0135, Wisconsin Statutes, Prompt Pay Law, shall not apply to payment for programs and services provided hereunder.
 - B. Funds may be advanced to Contractor as set forth in section 46.036 (3) (f) Wisconsin Statutes. The advance payment provision applies only when requested by Contractor. Advance payments are made at the discretion of Department. The advance payment shall be repaid to Department upon demand. If Contractor fails to repay the advance as described, Department shall have the right to withhold any payments due Contractor from Department sufficient to cover the amount of the advance payment.
 - C. Advance payments by Department shall not exceed one-twelfth (1/12) of the Contract award. Advance payment amounts are at the discretion of the Department. Prior to the receipt of advance payment, Contractor shall provide Department with a surety bond for an amount equal to the amount of the advance payment as set forth in section 46.036 (3) (f) Wisconsin Statutes.
 - D. Department shall recover from Contractor money paid in excess of the conditions of this Contract. Repayment shall be made in full within thirty (30) days after Department has made written demand to Contractor for repayment. Department may recover repayments due to Department from any subsequent payments due to Contractor now, or from future contracts, or any other service agreement with Department. Department shall charge interest on outstanding repayments due Department as set forth in section 46.09 (4) (d) General Ordinances of Milwaukee County.
 - E. No funds within this Contract may be used to supplant Medical Assistance, Health Maintenance Organization (HMO), or Preferred Provider Organization (PPO) funded services.
 - F. Department and Contractor acknowledge that funding of this Contract is completely dependent upon state and federal grants and contracts. The obligation of the Department to purchase the services described herein is contingent upon present state and federal grants and contracts continuing at their present levels. Should such funding sources terminate or be reduced, Department reserves the right, in its sole discretion, either to terminate this agreement or revise the scope of services being purchased to reflect any reduction in such funding. It is further recognized and agreed by Department and Contractor that the programs and services provided under this Contract are subject to all provisions of said federal and state grants and contracts, and Contractor agrees to comply with all such provisions for the period of this Contract, including all applicable provisions of the standard State/County contract.
7. Billing and Reporting
- A. Contractor shall provide Department with monthly billings and reports for programs and services provided under this contract by the seventh (7th) working day of the month following

the month in which services are provided. Contractor shall submit billings and reports on the forms and according to the manner specified by Department.

- B. Department shall make payment only for those line items as are specified in the approved budget. Expenditures for any single line item may not exceed the amount in the approved program budget by more than \$500 without written authorization by Department and the submission of a revised budget by Contractor on the prescribed form.
- C. Within thirty (30) days of the receipt of all required billings and reports, Department shall make payment to Contractor of the net amount due. The 30 days does not start to run until all forms are accurate, complete, and include all revisions requested by Department.

8. Record Keeping and Access to Records

- A. Contractor shall maintain and, upon request, furnish to Department, at no cost to Department, any and all information requested by Department relating to the quality, quantity, and cost of services covered by this Contract and shall allow authorized representatives of Department and Department's funding sources to have access to all records necessary to confirm Contractor's compliance with law and the Program/Service Guidelines or Specifications for this Contract. Access to information shall include computerized data and/or other electronic information used by the Contractor, made available in formats suitable for data analysis, such as queries, using conventional software programs.
- B. Contractor shall maintain written verification of programs and services provided under this Contract, including the dates of programs and services performed for all of the purchased programs and services rendered, as specified by Department. Contractor shall maintain clearly identified and readily accessible documentation of costs supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the programs and services provided. Contractor shall retain all such records for a period of at least four (4) years from the date of issuance of the certified financial and compliance audit. Records shall be retained beyond the four-year requirement if an audit is in progress or exceptions identified in prior audits have not been resolved.
- C. It is agreed that Milwaukee County representatives, including representatives of the Department on Aging or the Office of the Comptroller, or representatives of appropriate state or federal agencies, including the Wisconsin Department of Health Services, shall have the right of access to program, financial, and such other records of Contractor or Contractor's subcontractors as may be necessary to evaluate or confirm Contractor's cost estimates, rates, and charges for programs and services provided under this Contract or as may be necessary to evaluate or confirm Contractor's delivery of the programs and services in compliance with the Program/Service Guidelines or Specifications for this Contract.

9. Inspection of Premises

Contractor shall allow inspection of Contractor premises to Department representatives and to authorized representatives of any other local, state, or federal government unit. Inspection shall be permitted without formal notice at any time programs and services are being furnished.

10. Audit Requirements

- A. Contractor shall submit to Department, on or before July 1, 2020, or such later date that is mutually acceptable to Contractor and department, one (1) original copy mailed to the address provided below and one soft copy e-mailed to the Program Planning Coordinator, of an Agency-wide Audit for Calendar Year 2019 if the total amount of annual funding is \$100,000 or more, unless waived by Department. Contractor may request, and with written consent of Department provide an annual Program Audit in lieu of the annual Agency-wide Audit. The audit shall be performed by an independent certified public accountant (CPA) licensed to practice by the State of Wisconsin. CPA audit reports are required under Wisconsin Statutes, Section 46.036 (4)(c). This provision shall survive the termination of this Agreement regardless of the reason.
- B. Non-profit Contractors who received aggregate federal financial assistance of \$500,000 or more, either directly or indirectly, shall submit to County two (2) original copies of a certified audit for calendar year 2020 performed in accordance with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The audit submitted by Contractor shall be conducted in conformance with the following standards:
- (a) Wisconsin Department of Health Services (DHS) Audit Guide, October 2018 Revision or later.
 - (b) Standards applicable to financial audits contained in Government Auditing Standards (GAS) promulgated by the Comptroller General of the United States; and
 - (c) Generally Accepted Auditing Standards (GAAS) adopted by the American Institute of Certified Public Accountants (AICPA).
- C. Contractors reporting on a fiscal year other than a calendar year shall be considered in compliance with the audit requirements upon submittal of Contractor's fiscal year audit, meeting the audit requirements in Section 8, part A subparts (1),(2), and (3) below, within 180 days of the fiscal year closing, plus financial statements including required supplemental schedules covering the period from the start of the fiscal year beginning in 2019 through December 31, 2019, compiled by a CPA licensed to practice by the State of Wisconsin. Compiled supplemental schedules are due by July 1, 2020. This provision shall survive the termination of this Agreement regardless of the reason.
- D. All audits submitted by Contractor per above requirements shall also be conducted in conformance with the following standards:
- 1. The Wisconsin *Provider Agency Audit Guide*, 1999 revision issued by WI Department of Corrections and Workforce Development or *Department of Health Service Audit guide (DHSAG) Latest Revision* issued by Wisconsin Departments of Health Services (online at www.DHS.state.wi.us/grants);
 - 2. Standards applicable to financial audits contained in *Government Auditing Standards (GAS)*, December 2011 Revision published by the Comptroller General of the United States; and

3. Generally accepted auditing standards (GAAS) adopted by the American Institute of Certified Public Accountants (AICPA).

- E. Requests for substitution of Program Audit for Agency-wide Audit, audit waiver, and/or extension requests must be in writing. Requests for substitution of Program Audit for Agency-wide Audit, audit waiver and/or extension requests must be sent to the following address no later than five months after the end of the Contractor's fiscal year, or such later date mutually agreed to by Contractor and Department. Extensions of the deadline for submission of the audit are at the sole discretion of Department. If Contractor determines an extension is necessary, Department must receive a request for an extension not later than thirty (30) days prior to the due date for the audit. A request for an extension must include:
1. an explanation as to why an extension is necessary;
 2. the date upon which the Department will receive the audit;
 3. the unaudited financial statements of the Contractor; and,
 4. any additional information Contractor deems relevant to Department's determination.
- F. No extension will be granted for a period greater than ninety (90) days beyond the original date that the audit was due. Requests for extension of audit due date or waiver must be submitted to:

Milwaukee County Department on Aging
Assistant Fiscal Director
1220 W. Vliet Street, Suite 304
Milwaukee, WI 53205

Financial Statements shall be prepared in conformity with accounting principles generally accepted in the United States of America and on the accrual basis of accounting. Contractor must request, and receive written consent of Department to use other basis of accounting in lieu of accrual basis of accounting. CPA audits and reports referenced above shall contain the following Financial Statements, Schedules and Auditors' Reports:

1. Financial Statements and Supplemental Schedules:
 - a. Comparative Statements of Financial Position – For Agency-wide audits only.
 - b. Statement of Activities – For Agency-wide audits only.
 - c. Statement of Cash Flows – For Agency-wide audits only.
 - d. Schedule of Revenue and Expense by Funding Source (Agency-wide) is required of all Contractors. This schedule must follow the format and content of the sample schedule contained in the *Milwaukee County Department of Health and Human Services Year Purchase of Service Guidelines, Technical Requirements – Audit and Reporting* booklet (latest edition). Do not

combine multiple line items into a single line item or separate a single line item into multiple line items.

e. Allowable administrative and other allocated overhead (collectively, indirect costs) will be limited to 10% of net allowable direct program costs (excluding such allocated costs) for agencies/Contractors electing to provide a program audit in lieu of an agency-wide audit.

f. Reserve Supplemental Schedule is required for all non-profit Contractors that provide participant services on the basis of a unit rate per unit of participant service (units-times-price agreements). A separate schedule must be completed for each contract/facility, or for each program under a Fee-for-Service Agreement with Department. For Contractors whose fiscal year is other than a calendar year, the period covered by the schedule must be the most recently completed calendar year for all Department funded programs.

The schedule must identify revenue from each Purchaser (earned under each contract) separately, and include total units of service provided to all Purchasers for each contract/facility and total units of service provided under the Contract with Department, as well as the items required by the *Provider Agency Audit Guide (Section 7.1.6)*, or *Department of Health Service Audit Guide (DHSAG), Latest Revision* for the most recently completed calendar year. The schedule and allowable additions to reserves shall be by contract/facility or by program category. Schedule of Profit for For-Profit Contractors Which Provide Participant Care.

g. For profit Contractors shall include a schedule in their audit reports showing the total allowable costs and the calculation of the allowable profit by contract/facility, or for each rate-based program (service) within a facility. Wis. Stat. 46.036(3)(c) indicates that contracts for proprietary agencies may include a percentage add-on for profit according to the rules promulgated by the Department. Allowable profit will be restricted to 5% of net allowable operating costs.

h. Units of service provided under the Contract, if not disclosed on the face of the financial statements, are required for Contractors that provide participant services on the basis of a unit rate per unit of participant service (units-times-price agreements). Contractor's auditors shall review and report on the extent of support for the number of units for each type of service billed to Department, and compare units billed to Contractor's accounting/billing records that summarize units provided per participant. Contractor's auditors shall reconcile billing records to supporting underlying documents in participant case files on a test basis, and report on any undocumented units billed to Department that exceed the materiality threshold of the DHS *Provider Agency Audit Guide, 1999 revision issued by WI Department of Corrections and Workforce Development or Department of Health Service Audit Guide (DHSAG), Latest Revision* issued by Wisconsin Departments of Health Services. The disclosure must include total units of service provided to all Participants for each program, facility, or rate-based program within a facility; and total units of service provided under the Contract or Service Agreement with Department for the most recently completed calendar year.

i. Notes to financial statements including disclosure of related-party transactions, if any. Rental cost under less-than-arms-length leases are allowable only up to the amount that would be allowed had title to the property vested with the Contractor. Rental cost under sale and leaseback arrangements are allowable only up to the amount that would be allowed had the

Contractor continued to own the property. Contractor's auditors must disclose the actual costs of ownership, by property, for the property(ies) in question, as well as the amount of such costs to be allocated to each Department program, the amount of rent originally charged, and the amount of such rent that is an unallowable cost.

j. Schedule of Federal and State Awards broken down by contract year. The schedule shall identify the name of the Milwaukee County Department as pass-through grantor, the contract number as pass-through grantor's identifying number, and the program name and number from the Attachment I of the Contract. Each program under County Contract must be reported as a separate line item by contract year.

2. Independent Auditors Reports and Comments:

a. "Opinion on Financial Statements and Supplementary Schedule of Expenditures of Federal and State Award" including comparative statements of financial position, and related statements of activities and cash flow of entire agency. For Program Audits, "Opinion on the Financial Statement of a Program in Accordance with the Program Audit."

b. Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (GAS), and the *Provider Agency Audit Guide*, 1999 revision issued by WI Department of Corrections and Workforce Development or *Department of Health Service Audit Guide (DHSAG)*, Latest Revision issued by Wisconsin Department of Health Services. Or, Program Audits, "Report on Compliance with Requirements Applicable to the Program and on Internal Control over Compliance Performed in Accordance with the Program Audit."

c. "Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Part 200 Uniform Grant Guidance" (applicable only if the audit is also in accordance with OMB Part 200 Uniform Grant Guidance).

d. Schedule of findings and questioned costs to include:

- (1) Summary of auditor's results on financial statements, internal control over financial statements and compliance, and if applicable; the type of report that the auditor issued on Compliance for Major Federal Programs;
- (2) Findings related to the financial statements of the Contractor or of the program which are required to be reported in accordance with Generally Accepted Government Auditing Standards (GAGAS);
- (3) Findings and Questioned Costs for Federal Awards which shall include audit findings as defined in section .510(a) of OMB Part 200-Uniform Grant Guidance, if applicable;
- (4) Doubt on the part of the auditors as to the auditee's ability to continue as a going concern;
- (5) Other audit issues related to grants/contracts with funding agencies that require audits to be performed in accordance with the *Provider Agency Audit Guide*, 1999 revision issued by WI Department of Corrections and Workforce Development or *Department of Health*

Service Audit Guide (DHSAG), Latest Revision issued by Wisconsin Department of Health Services; and

(6) Whether a Management Letter or other document conveying audit comments was issued as a result of the audit.

e. A copy of the Management Letter or other document with auditor's comments issued in conjunction with the audit shall be provided to Department, along with Management's response to the Management Letter. If no Management Letter was issued, the schedule of findings and questioned costs shall state that no Management Letter was issued.

3. General:

The following is a summary of the general laws, rules and regulations with which the auditor should be familiar in order to satisfactorily complete the audit.

a. Government Auditing Standards, (Standards for Audit of Governmental Organizations, Programs, Activities, and Functions), Latest Revision.

b. OMB Uniform Grant Guidance Part 200

c. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31 - Contract Cost Principles and Procedures.

d. Wisconsin State Statutes, Sections 46.036, 49.34, Purchase of Care and Services.

e. State of Wisconsin, Department of Administration Single Audit Guidelines - Latest Revision.

f. State of Wisconsin Department of Health Services, Provider Agency Audit Guide - 1999 Revision issued by WI Department of Corrections and Workforce Development.

g. *Department of Health Services Audit Guide (DHSAG) Latest Revision* issued by Wisconsin Department of Health Services.

h. State of Wisconsin Department of Health Services, Allowable Cost Policy Manual - Latest Revision.

i. AICPA Generally Accepted Auditing Standards.

G. Contractor hereby authorizes and directs its Certified Public Accountant, if requested, to share all work papers, reports, and other materials generated during the audit with Department or Department's representative(s) including the Milwaukee County Department of Health and Human Services and the Milwaukee County Division of Audit Services (DAS) as well as state and federal officials. Such direct access shall include the right to obtain copies of the work papers and computer disks, or other electronic media, which document the audit work. Contractor shall require its CPA to retain work papers for a period of at least seven (7) years following the latter

of Contract termination, or receipt of audit report by Department. This provision shall survive the termination of this Contract regardless of the reason.

- H. Contractor and Department mutually agree that Department or Department's representative(s), including the Milwaukee County Department of Aging and the Milwaukee County Division of Audit Services (DAS), Milwaukee County Office of the Comptroller, as well as state and federal officials, reserve the right to review certified audit reports, supporting work papers, or financial statements, and perform additional audit work as deemed necessary and appropriate, it being understood that additional overpayment refund claims or adjustments to prior claims may result from such reviews. Such reviews may be conducted for a period of at least seven (7) years following the latter of contract termination, or receipt of audit report, if required. This provision shall survive the termination of this Contract regardless of the reason.
- I. Contractors reporting on a fiscal year other than a calendar year shall be considered in compliance with contract reporting requirements upon submittal of the following unaudited schedules:
 - 1. A schedule of revenue and allowable costs allocated by funding source, and by program, covering the period from the end of the Contractor's fiscal year ended in 2019 through December 31, 2019, for each program or activity identified as a fee for service agreement with Department. The schedule(s) shall be compiled by Contractor's independent public accountant, with an accountant's compilation report, for the period from the close of Contractor's fiscal year through the end of the calendar year, on or before July 1, 2020, or such later date that is mutually acceptable to Contractor and Department.
 - 2. If Contractor's fiscal year encompasses two contract years, Contractor shall submit a "bridging schedule" prepared by a CPA, which identifies program revenues and allowable costs for each of the two calendar year contract periods. The "bridging schedule" shall reconcile the two calendar year contract periods to the fiscal year totals for each program reported in the most current fiscal year audit report.
- J. Contractor shall maintain records for audit purposes for a period of at least seven (7) years following the latter of contract termination or receipt of audit report by Department. This provision shall survive the termination of this Contract regardless of the reason.
- K. Contractor's Subrecipients
 - 1. Contractors who subcontract with other providers for the provision of care and services are required by federal and state regulations to monitor their subrecipients.
 - 2. Contractors shall have on file, and available for review by Milwaukee County and its representatives, copies of subrecipient's CPA audit reports and financial statements. These reports and financial statements shall be retained for a period of at least seven (7) years following the latter of contract termination, or receipt of audit report, if required. This provision shall survive the termination of this Contract regardless of the reason.
 - 3. Subrecipient shall maintain and, upon request, furnish to Department, at no cost to Department, any and all information requested by Department relating to the quality, quantity,

or cost of services covered by the subcontract and shall allow authorized representatives of Department, the Milwaukee County Division of Audit Services (DAS) and Department's funding sources to have access to all records necessary to confirm subrecipient's compliance with law and the specifications of this Contract and the subcontract. This provision shall survive the termination of this Contract regardless of the reason.

4. It is agreed that Department representatives, the Milwaukee County Division of Audit Services (DAS) and representatives of appropriate state or federal agencies shall have the right of access to program, financial and such other records of subrecipient as may be requested to evaluate or confirm subrecipient's program objectives, participant case files, costs, rates and charges for the care and service, or as may be necessary to evaluate or confirm subrecipient's delivery of the care and service. It is further understood that files, records and correspondence for subcontracted engagement must be retained by subrecipient for a period of at least seven (7) years following the latter of contract termination, or receipt of subrecipient's audit report, if required. This provision shall survive the termination of this Contract regardless of the reason.
5. Subrecipient shall allow visual inspection of subrecipient's premises to Department representatives and to representatives of any other local, state, or federal government unit. Inspection shall be permitted without formal notice at any time that care and services are being furnished.
- L. Failure to Comply with Audit Requirements: If Contractor fails to have an appropriate audit performed or fails to provide a complete audit-reporting package to the Department, or fails to request and receive an audit submission waiver (if applicable/available) or extension of time to submit audit,, as required by this Contract within the specified timeframe, the Department may:
 1. Conduct an audit or arrange for an independent audit of Contractor and charge the cost of completing the audit to Contractor;
 2. Charge Contractor for all loss of Federal or State aid or for penalties assessed to Department because Contractor did not submit a complete audit report within the required time frame;
 3. Disallow the cost of the audit that did not meet the applicable standards; and/or
 4. Withhold or suspend any or all payments due the Contractor from Department.
 5. Suspend, reduce or terminate the Contract, or take other actions deemed by Department to be necessary to protect the Department's interests.
 6. In the event of selection by Department of an organization or individual to complete an audit of Contractor's financial statements, Department shall withhold from future payments due to the Contractor from Department an amount equal to any additional costs incurred by the Department for the completion of an audit of Contractor's records by an auditor selected by Department.
 7. Department may withhold or recover a sum of \$1,500.00 from payments due to the Contractor from Department as liquidated damages for the failure to comply with audit requirements.

8. Department may impose additional monitoring and/ or reporting requirements on contractor. Or take any other action that Department determines is necessary to protect federal or state funding.
9. These provisions shall survive the termination of this Contract regardless of the reason.
10. Upon receipt of the audit report, Department will complete preliminary review of all audits received to determine whether additional information is required and notify Contractor of any additional information required to complete review. Once the complete audit is received, Department will complete a compliance review and notify Contractor of Department's actions on the audit report.
11. Contractor agrees to submit to Department plans for correcting weaknesses identified in audit reviews. Failure on the part of the Contractor to comply with these requirements shall result in withholding of any payments otherwise due the Contractor from Department and ineligibility for future agreements with Department until six months after such time as these requirements are met. This provision shall survive the termination of this Contract regardless of the reason.
12. Contractor agrees that Department is entitled to repayment of amounts identified as a result of the audit required under this section and acknowledges that failure to repay such amounts may result in legal action as determined by Milwaukee County Corporation Counsel. Interest and any legal expenses incurred by Department in collection of these amounts shall be charged the Contractor on outstanding repayments as set forth in s46.09 (4) (h) Milwaukee County General Ordinances. This provision shall survive the termination of this Contract regardless of the reason.
13. Contractor and Department mutually agree that Department or its agents, the Milwaukee County Director of Audits, as well as state and federal officials, reserve the right to review certified audit reports or financial statements and perform additional audit work as deemed necessary and appropriate. It is understood that additional overpayment refund claims or adjustments to prior claims may result from such reviews. This provision shall survive the termination of this Contract regardless of the reason.
14. The Contractor consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the Contractor for any Department programs, or Fee-for-Service Provider Networks as a result of an investigation or audit conducted by Department or its agents, the Milwaukee County Division of Audit Services (DAS) , the Wisconsin Department of Health Services, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these. This provision shall survive the termination of this Contract regardless of the reason.
15. If the Department has waived the audit requirement for this Contract under Wisconsin Statute s.46.036, this waiver does not absolve Contractor from meeting any federal audit requirements that may be applicable or any audit requirements of other contracts. Waiver of the audit, or failure of Contractor to receive Department funding under this Contract and other County Agreements at a level that would require an audit does not absolve Contractor from submitting an un-audited schedule of program revenue and expenses as a final accounting to determine

final settlement under this Contract. This provision shall survive the termination of this Contract regardless of the reason.

M. County Rights of Access and Audit.

The Contractor, Lessee, or other party to the contract, its officers, directors, agents, partners and employees shall allow the County Audit Services Division and department contract administrators (collectively referred to as Designated Personnel) and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of the Contractor, Lessee, or other party to the contract, related to the terms and performance of the Contract for a period of up to three years following the date of last payment, the end date of this contract, or activity under this contract, whichever is later. Any subcontractors or other parties performing work on this Contract will be bound by the same terms and responsibilities as the Contractor. All subcontracts or other agreements for work performed on this Contract will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities. The Contractor, Lessee, or other party to the contract, and any subcontractors understand and will abide by the requirements of Chapter Section 34.09 (Audit) and Section 34.095 (Investigations concerning fraud, waste, and abuse) of the Milwaukee County Code of General Ordinances.

11. Affirmative Action, TBE Goals, Non-Discrimination and Equal Employment Opportunity

A. Affirmative Action.

The Contractor assures that it will undertake an affirmative action program as required by Milwaukee County Code of General Ordinances (MCCGO) 56.17(1d), to insure that no person shall, on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in MCCGO 56.17(1d). The Contractor assures that no person shall be excluded, on these grounds, from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered organizations provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as required by MCCGO 56.17(1d), to the same effect.

B. Targeted Business Enterprises.

Contractor shall comply with all provisions imposed by or pursuant to Milwaukee County Code of General Ordinances Chapter 42 when and where applicable, and as said Ordinance may be amended. The County shall notify Contractor in the event that new ordinances are issued.

Contractor shall use reasonable efforts to establish Targeted Business Enterprise ("TBE") participation goals, consistent with Milwaukee County TBE goals of seventeen percent (17%) for professional services, and to use good faith efforts to achieve those goals. The parties agree that no TBE goal has been established and no goal is required under this contract.

The Milwaukee County Community Business Development Partners shall assist Contractor in soliciting potential TBE vendors for the improvements and monitor such goal attainment. Contractor's contact regarding TBE participation is:

Milwaukee County Community Business Development Partners
633 W. Wisconsin Avenue, 9th Floor
Milwaukee, WI 53233
cbdp@milwaukeecountywi.gov

C. Non-Discrimination, Equal Employment Opportunity, and Affirmative Action Goals.

In the performance of work or execution of this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, age, sex, sexual orientation, gender identity and gender expression, disability, marital status, family status, lawful source of income, or status as a victim of domestic abuse, sexual assault or stalking, which shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeships. The Contractor will post in conspicuous places, available for employment, notices to be provided by the County setting forth the provisions of the nondiscriminatory clause. A violation of this provision shall be sufficient cause for the County to terminate the Contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the Contractor for use in completing the contract.

The Contractor agrees that it will strive to implement the principles of equal employment opportunities through an effective affirmative action program, and will so certify prior to the award of the Contract, which program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment in all divisions of the contractor's workforce, where these groups may have been previously under-utilized and under-represented. The Contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be his/her responsibility to show that he/she has met all such requirements.

The Contractor agrees that it will strive to implement the principles of active and aggressive efforts to assist Milwaukee County in meeting or exceeding its overall annual goal of participation of target enterprise firms.

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of the section are committed during the term of the Contract, County may terminate the Contract without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Contract, or it may permit Contractor to complete the Contract, but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

12. Indemnity

- A. The Contractor agrees to the fullest extent permitted by law, to indemnify, defend, and hold harmless, the Department, and its agents, officers, and employees, from and against all loss or expense including costs and reasonable attorney's fees by reason of liability for damages including statutory benefits under Workers' Compensation laws, suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Contractor, or its (their) agents which may arise out of or are connected with the activities covered by this Contract.
- B. Contractor shall indemnify and save Department harmless from any award of damages and costs against Department for any action based on intellectual property infringement regarding materials, including, but not limited to, computer programs involved in the performance of the programs and services covered by this Contract.
- C. Contractor agrees to indemnify Department for any amount(s) Department may be required to repay to the Wisconsin Department of Health Services by virtue of payments made to Contractor by Department under this Contract that the Department of Health Services determines to be overpayments or inappropriate payment.

13. Insurance

Contractor agrees to strictly comply with the insurance requirements set forth on Exhibit II.

14. Withholding of Payments

Failure of Contractor to comply with Contract requirements may result in withholding or forfeiture of any payments otherwise due Contractor from Department by virtue of any Department obligation to Contractor until such time as the Contract requirements are met.

15. Contract Termination

- A. Department or Contractor may terminate this Contract for any reason, with or without cause, following thirty (30) days written notice, unless an earlier date is determined by Department to be essential to the safety and well-being of the clients covered by this Contract with the exception of those facilities which must meet the notification requirements as applicable in Chapter 50 licensing. Failure to comply with any part of this Contract may be considered cause for early termination by the offended party. In the event of termination, the Department will only be liable for programs and services rendered through the date of termination and not for the uncompleted portion or any materials or services purchased or paid for by Contractor for use in completing this Contract.
- B. Contractor shall notify County, in writing, whenever it is unable to provide the required quality or quantity of programs and services. Upon such notification, Department and Contractor shall determine whether such inability to provide the required quality or quantity of programs and services will require a revision or early termination of this Contract.
- C. Notwithstanding any other right of termination, Department reserves the right to immediately terminate, or reduce in scope, its obligations under this contract in the event that the sources of funding to the Department derived through State or Federal grants or contracts is terminated or

reduced. This right of immediate termination for loss of funding applies even if Contractor has not been paid for services previously rendered.

- D. Department reserves the right to withdraw any qualified recipient from the program, service, institution, or facility of the Contractor at any time when in the judgment of Department it is in the best interest of Department or the qualified recipient to do so.

16. Advertising and Media Requests

Contractor shall partner with Department in promoting their own services and the services offered by Department. All brochures, announcements, press releases, signage, and other items used to promote services provided through this Contract must acknowledge that Department funds these services. Any requests for interviews with Media shall be reported to the Department prior to the interview taking place.

17. Coordination of Services

Contractor agrees to coordinate its service efforts with other health and human service providers to eliminate unnecessary duplication of services.

18. Client Contributions

- A. Where required by the relevant Program/Service Guidelines or Specifications, Contractor shall provide clients receiving services under this Contract the opportunity to voluntarily and confidentially contribute toward the cost of services they receive. All solicitations to contribute must be approved in advance by Department. Under no circumstances shall any otherwise eligible client be denied service under this Contract because of a failure to contribute toward the cost of the services provided.
- B. Contractor agrees to report to Department all funds contributed by clients and to record and document such contributions consistent with the accounting requirements for other funds received and expended under this Contract.
- C. Contractor agrees that any and all client contributions will be used as provided in the budget contained in Exhibit I or to provide additional services to eligible clients under this Contract in the same manner and at a cost equivalent to other services purchased through this Contract. Contractor further agrees that all funds raised through client contributions that remain unspent at the end of this Contract must be spent in a manner approved by Department or reimbursed to Department.

19. Modifications

Contractor recognizes the right of Department to make reasonable modifications in the programs and services purchased under this Contract. Contractor shall be notified in writing two weeks prior to any such modifications.

20. Contract Renegotiation or Revision

- A. This Contract may be renegotiated in the event of changes required by law, regulations, court action, or inability of either party to perform as committed in this Contract.
- B. This contract may be revised in a written amendment signed by the authorized representatives of both parties.

21. Independent Contractor

Nothing contained in this Contract shall constitute or be construed to create a partnership, joint venture, or employer-employee relationship between Department or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor duly authorized to perform the acts required of it hereunder.

22. Subcontracts

Assignment of any portion of the services by subcontract is prohibited except upon prior written approval of Department.

23. Assignment Limitation

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns provided, however, that neither party could assign its obligations hereunder without the prior written consent of the other.

24. Resolution of Disputes

Contractor may appeal the decisions of Department in accordance with section 46.036 (7) Wisconsin Statutes.

25. Prohibited Practices

- A. During the period of this Contract, Contractor shall not hire, retain, or utilize for compensation, any member, officer, or employee of the Department of Aging representing Department or any person who to the knowledge of Contractor has a conflict of interest. No employee of the Department on Aging representing Department shall be an officer, member of the Board of Directors, or have a proprietary interest in Contractor's business.
- B. Contractor shall furnish Department with written disclosure of any financial interest, purchase or lease agreements, employment relationship, or professional services/consultant relationship which any of Contractor's employees, officers, board members, stockholders, or members of their immediate family may have with respect to any supplier to Contractor of goods and services under this Contract.
- C. Contractor attests that it is familiar with Milwaukee County's Code of Ethics (Chapter 9 of the General Ordinances of Milwaukee County) which states in part, "No person shall offer or give to any public official or employee, directly or indirectly, and no public official or employee shall solicit or accept from any person, directly or indirectly, anything of value if it could reasonably

be expected to influence the public official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction or omission by of the public official or employee."

- D. The use or disclosure by any party of any information concerning eligible clients who receive services from Contractor for any purpose not connected with the administration of Contractor's or Department's responsibilities under this Contract is prohibited, except with the informed written consent of the eligible client or the guardian of the client.

26. Certification Regarding Contractor Debarment or Suspension

Contractor certifies to the best of its knowledge and belief, that it and its principals; (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offences enumerated in (2) of this certification; and (4) have not within a three-year period preceding this contract had one or more public transactions (Federal, state or local) terminated for cause or default.

By: _____ Date: _____
(Signature of Official Authorized to Sign Contract)

27. Certification Regarding Lobbying

Contractor certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, land, or cooperative agreement, the undersigned

shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: _____ Date: _____
(Signature of Official Authorized to Sign Contract)

For: _____
(Name of Grantee)

(Title of Grant Program)

28. Political Activity of Employees

Where applicable, Contractor shall comply with the provisions of the Hatch Act, which limit the political activity of employees who work in federally funded programs.

29. Notices

Notices to Department provided for in this Contract shall be sufficient if sent by certified or registered mail, postage prepaid, and notices to Contractor shall be sufficient if sent by certified or registered mail, postage prepaid, to the respective addresses stated in this Contract or to such other respective addresses as the parties may designate to each other in writing. Contractor agrees, that in conduct of its meetings, it will be guided by Wisconsin Statutes 19.81 et. seq.

30. Health Insurance Portability and Accountability Act of 1996

Department and Contractor agree to comply with the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and shall undertake any actions needed to protect individually identifiable health information (45 C.F.R. 164.501) as required under current or future HIPAA regulations as determined by the U.S. Department of Health and Human Services and the Wisconsin Department of Health Services.

Department and Contractor agree that changes to the Contract that would be necessary for one or both parties to meet the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) shall be made upon discussion and execution of a Contract amendment containing the necessary changes. Neither party shall withhold agreement to modifications to the Contract necessary for one or both parties to comply with HIPAA.

31. Contract Content

The entire Contract of the parties, with all attached exhibits and assurances, together with the relevant Program/Service Guidelines or Specifications and Exhibit I as negotiated is contained herein. This Contract supersedes all oral agreements and negotiations and all writings not herein referred to and incorporated. This Contract may be executed in two or more counterparts, each of which shall be deemed as original.

32. Approval

It is expressly understood and agreed that the parties' obligations hereunder are subject to state approval and federal concurrence with this Contract.

Department enters into this Contract as authorized under ss. 59.17 (2) (b) 4, 59.255 (2) (e), and 59.42 (2) (b) 5 Wisconsin Statutes. Contractor enters into this Contract pursuant to and by authority of its Board of Directors at its meeting on _____.

MINIMUM INSURANCE REQUIREMENTS

Insurance. Every contractor and all parties furnishing services or product to **Milwaukee County (Milw. Cty.)** or any of its subsidiary companies must provide Milw. Cty. with evidence of the following minimum insurance requirements. In no way do these minimum requirements limit the liability assumed elsewhere in the contract. All parties shall, at their sole expense, maintain the following insurance:

- (1.) Commercial General Liability Insurance including contractual coverage:
The limits of this insurance for bodily injury and property damage Combined shall be at least:

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products-Completed Operations Limit	\$2,000,000
Personal and Advertising injury Limit	\$1,000,000

- (2.) Business Automobile Liability Insurance:
Should the performance of this Agreement involve the use of automobiles, Contractor shall provide comprehensive automobile insurance covering the ownership, operation and maintenance of all owned, non-owned and hired motor vehicles. Contractor shall maintain limits of at least \$1,000,000 per accident for bodily injury and property damage combined.
- (3.) Workers' Compensation Insurance:
Such insurance shall provide coverage in amounts not less than the statutory requirements in the state where the work is performed, even if such coverages are elective in that state.
- (4.) Employers Liability Insurance:
Such insurance shall provide limits of not less than \$500,000 policy limit.
- (5.) Excess/Umbrella Liability Insurance:
Such insurance shall provide additional limits of not less than \$5,000,000 per occurrence in excess of the limits stated in (1.), (2.), and (4.) above.

Additional Requirements:

- (6.) Contractor shall require the same minimum insurance requirements, as listed above, of all its contractors, and subcontractors, and these contractors, and subcontractors shall also comply with the additional requirements listed below.
- (7.) The insurance specified in (1.), (2.) and (5.) above shall: (a) name Milw. Cty. including its directors, officers, employees and agents as additional insureds by endorsement to the policies, and, (b) provide that such insurance is primary coverage with respect to all insureds and additional insureds.

- (8.) The above insurance coverages may be obtained through any combination of primary and excess or umbrella liability insurance. Milw. Cty. may require higher limits or other types of insurance coverage(s) as necessary and appropriate under the applicable purchase order.
- (9.) Except where prohibited by law, all insurance policies shall contain provisions that the insurance companies waive the rights of recovery or subrogation, by endorsement to the insurance policies, against Milw. Cty., its subsidiaries, its agents, servants, invitees, employees, co-lessees, co-venturers, affiliated companies, contractors, subcontractors, and their insurers.
- (10.) Contractor shall provide certificates evidencing the coverages, limits and provisions specified above on or before the execution of the Agreement and thereafter upon the renewal of any of the policies. Contractor shall require all insurers to provide Milw. Cty. with a thirty (30) day advanced written notice of any cancellation, nonrenewal or material change in any of the policies maintained in accordance with this Agreement. Coverage must be placed with carriers with an A. M. Best rating of A- or better.

Mail to:

Milwaukee County Risk Management
633 W. Wisconsin Ave. Ste. 750
Milwaukee, WI 53203

EXHIBIT I

**Milwaukee County Department on Aging
Descriptions of Proposed Programs and Services
Funding Period 1/1/2020 to 12/31/2020**

1.0 General Program Information

1.01 Program Title or Type of Service to be Provided: Senior Centers

1.02 Agency Name: Serving Older Adults of Southeast Wisconsin, Inc.

1.03 Address of Primary Office: 2601 W Howard Ave
Milwaukee, WI 52321-1941

1.04 Phone Number 414-282-5566 FAX# _____

1.05 Office Hours 8:30 PM- 4:30 PM E-mail info@servinolderadults.org

1.06 Official(s) Authorized by the Board of Directors to Sign Contracts/Reports for the Agency:

Name, Title Catherine Wood, President/CEO Signature Catherine Wood

Name, Title Jodi Bauer, CFO Signature Jodi Bauer

1.07 Staff Contact for the Program: Accounting Contact for the Program

Name, Title Morgan Morgan, Director of Senior Centes Name, Title Jodi Bauer, CFO

Phone and e-mail 414-282-5566 mmorgan@servinolderadults.org Phone and E-mail 414-282-5566 jbauer@servinolderadults.org

1.08 Type of Agency (please check those that apply):

Public _____ Non-profit X Proprietary _____

Minority (owned, directed, or predominantly staffed by minority groups) _____

1.09 Federal ID No. 83-0637217 State Tax Exempt No. 69137

1.10 Type of Request: New _____ Continuation X

1.11 Amount of Department on Aging Request: \$ \$892,867

1.12 Total Agency Budget: \$ 1,275,212

1.13 Proposed Cost Per Unit of Service: \$ _____

1.14 Proposed Units to be Provided: _____

2020 SOCIAL PROGRAMMING AT FIVE COUNTY-OWNED SENIOR CENTERS

PROGRAM SUMMARY

Narrative

1. Mission and Goals

- A. Provide a brief outline of your agency's official mission statement and goals. Include a description of your agency's overall purpose, its primary target population and the desired outcomes for your clients.

Serving Older Adults of Southeast Wisconsin, Inc. (SOA) is a newly formed non-profit that serves adults 50 and older in Milwaukee County and beyond. We provide a variety of opportunities, services, information and referral, and volunteer opportunities.

Our Mission: To provide opportunities and services to adults 50 and better.

Our Vision: We envision a community where every adult 50 and better will be connected to the resources they need, and the opportunities that interest them, throughout the entire aging process.

Our Purpose: To provide services and opportunities that will enhance the quality of lives of older adults, provide information and resources, provide excellent customer service and instill a sense of dignity and contribution to the communities they live in.

Our purpose is reflected in our Core Values:

~We believe older adults should be treated with respect, dignity, courtesy and compassion.

~We believe older adults should have opportunities to interact and develop healthy relationships with people of all generations.

~We believe older adults have value and should be encouraged to continue to contribute to the world in a meaningful way that enhances their lives, and the lives of others.

~We believe older adults deserve to live a safe, financially comfortable, healthy life with assistance from community resources and social services if needed.

~We honor life.

Our primary target population for the purpose of this Senior Center proposal is Milwaukee County adults 50 and older, with specific concern for those that are impoverished, underserved, isolated, persons of color and those that are frail.

SOA will report on the following outcomes for 2020. SOA will utilize a yearly participant survey to measure outcomes 1, 2, 3, & 4. Outcome Five will be measured based on the increase of new participants during the year.

2020 SOCIAL PROGRAMMING AT FIVE COUNTY-OWNED SENIOR CENTERS

Outcome 1: 85% of surveyed participants will state that they are healthier because they take part in the center's Fitness Center, exercise classes and or health programming and screenings offered.

Outcome 2: 85% of surveyed participants will state the center has an atmosphere of sociability, allowing them to combat isolation and make new friends.

Outcome 3: 85% of surveyed participants will state they are happier and more satisfied with their life because they come to the Senior Center.

Outcome 4: 85% of surveyed participants will indicate a high level of customer satisfaction with the senior center and would recommend the senior center to a friend or family member.

Outcome 5: Each center will increase their number of unduplicated participants by 5% as compared to previous year – end statistics. This outcome will be tracked using MCDA Demographics report. The increase will be reflected in the "Total New Participants" column on this form.

2. Service Delivery Plan

- A. Describe how your agency intends to provide the proposed program or service. (See the Program Service Guidelines or Specifications for the program or service that you are applying to provide). Address here any special requirements asked for in the Program Service Guidelines or Specifications that are not asked for in the subsequent sections of the narrative.

SOA proposes to continue operating the five senior centers as one of its primary programs in 2020. Operating five days a week, fifty-two weeks a year except major holidays. Each site will be closed one week a year for cleaning, and close at 1pm four times a year for staff development opportunities as proposed in the attached closing calendar (see appendix 10). In the event of severe weather that requires the sites to close, SOA will post the closings on all major news stations (TMJ 4, WISN 12, CBS 58, and FOX 6), and on the SOA Facebook page. SOA will notify MCDA at least two months in advance of any additional planned closings, and as soon as possible when closing due to unexpected circumstances.

SOA strives to create a multicultural environment within the Senior Centers that will allow them to be a gathering place for adults 50 and better. A place for adults to seek help, engage in activities, share their gifts and talents, and give back to their community. SOA acknowledges that each center has its own unique culture and demographics and will respect the needs and desires of such. All programming within the centers will be driven by the Eight Dimensions of Wellness, participants needs and requests. SOA staff will continually evaluate the programs offered against the Eight Dimensions of Wellness to ensure that a well-rounded variety is being offered. These eight dimensions include physical, social, emotional, intellectual, environmental, spiritual, financial, and vocational wellness. SOA staff will seek the input of participants to help design programming through monthly advisory committee meetings, annual surveys, and daily one on one feedback.

2020 SOCIAL PROGRAMMING AT FIVE COUNTY-OWNED SENIOR CENTERS

During these advisory meetings ideas for programming are shared, and new programming initiatives are developed between staff and volunteers. Everyone will be encouraged to attend these to give their feedback on the programs offered, and what opportunities they would find enjoyable or helpful. Programming within the centers is continually evolving, but SOA will not implement any programming that violates the terms of the MCDA contract, are unrelated to older adults, or actively exclude eligible residents from participating. All programming at Senior Centers will be made available to dining site participants to promote cohesion within the programs.

Evidence based programming is a priority of SOA as a means of effectively directing valuable resources that promote optimal results. SOA will partner with MCDA and other organizations to provide at least two Wisconsin Institute for Healthy Aging (WIHA) training programs per year. Along with partnering with MCDA to offer evidence-based programming, SOA intends to implement the National Council on Aging's Aging Master Program (AMP). AMP is a comprehensive, evidence-based program designed to promote aging well. AMP will offer ten independent classes designed to develop sustainable behaviors that will improve the health, social engagement, financial security and enhance the well-being of older adults. SOA will offer this proactive approach to aging, with its mission to help older adults maintain optimal health and independence for as long as possible. With this proactive approach older adults will spend more of their years supporting their needs both financially and physically while adding value to their families and communities.

In addition to evidence-based curriculum, SOA is committed to offering meaningful programs designed to add value to the aging process. These programs, although not considered evidence-based, are designed to produce value added experiences that promote increased physical, social, and intellectual stimulus in older adults. SOA will continue to expand programming to include meaningful experiences. Events held at Senior Centers will include, but not be limited to the following activities:

Foreign Language	Internet Access
Woodshops	Health Education Speakers
Fitness Center	Instructor Lead Exercise Classes
Bingo & Puzzles & Games	Libraries
Financial Planning Seminars	Participant Lead Spiritual Studies
Support Groups	Legal Consultations
Day Trips	Vocational Volunteer Opportunities
Gardening Clubs	Dance Groups
Choir & Instrument Lessons	Community Outreach Opportunities
Weaving	Technology Tutoring
Billiards	Card Groups
Coffee Talk	Quilting/Sewing

SOA will charge a small fee to cover the cost of consumable supplies or instructors of some of these programs. SOA will collaborate with other vendors to present programs that are of interest to the participants. No presenter or speaker may collect any contact information or names from participants who attend these events, unless approved by SOA when deemed appropriate and beneficial to participants. The presenters or speakers will be allowed to

2020 SOCIAL PROGRAMMING AT FIVE COUNTY-OWNED SENIOR CENTERS

display their brochures and business cards for participants to take. SOA is committed to the safety of our participants and will ensure that all external vendors abide by these guidelines.

SOA will work with other nonprofit agencies, local authorities, and health care agencies to ensure that all older adults are connected to the appropriate community resources. SOA will serve as a monthly outreach site for a representative from MCDA's Prevention Team, so that seniors in need have a dedicated time, and place to meet face to face with a social worker. SOA provides services to all older adults no matter of race, color, country of origin, sexual orientation, cultural differences, or disabilities. SOA will reach out to traditionally underserved populations such as LGBT seniors, vision and hearing-impaired seniors, or seniors with language barriers to make them aware of services and opportunities available at the senior centers. SOA will work with local neighborhood associations, business districts, and community groups to expand the centers reach in to the community. SOA and its staff are dedicated to the evolution of aging. SOA will seek out additional opportunities within the communities of the five Milwaukee County senior centers to provide extended services. These opportunities would serve as satellite sites of the senior center and bring resources to where older adults live. SOA would like to explore the option of changing the hours of operation at one site on a trial basis. The purpose would be to serve a different and emerging demographic, older adults age 50 - 60 who may still be working. Our intent would be to offer fitness programming, and popular art classes during the 5-7 pm hours. Many older adults will frequent a gym after work. By keeping the senior center open until 7pm one or two days a week, older adults will benefit from a free fitness center or art classes and get their foot in the door for when they retire.

SOA acknowledges the increasing trend of Alzheimer's, and Dementia and desires to help educate and support seniors by providing Senior Sensitivity Training and partnering with MCDA's Dementia Specialist to provide 101 training. SOA believes that everyone needs to understand the facts and learn how to treat adults with this disease with dignity and respect. SOA also sees a growing trend of caregivers needing a safe place for their loved one while they take a much-needed break. SOA has partnered with Our Harmony Club to provide respite care for loved ones at a very low cost. Currently this service is provided at Wilson Park one day a month and is staffed by Our Harmony Club and volunteers. In 2020 SOA will seek to extend this partnership to other centers, and additional days a month. SOA has also partnered with the Alzheimer's Association to establish a monthly caregiver support group at Wilson Park. Pending the availability of moderators of this program SOA would like to expand this program to additional sites. SOA's Director of Outreach sits on the Caregiver Coalition hosted by The Alzheimer's Association.

SOA is keenly aware of the need to actively pursue outreach opportunities to share the benefits and services available at the five senior centers. SOA will work with Liturgical Publications to publish a Monthly Calendar of Activities and Events at each center via The Connection. This partnership with Liturgical Publications allows SOA to secure 3,000 copies of the monthly publication to distribute to the community at no cost to SOA. SOA's staff and volunteers will make these publications available at local establishments such as cafes, senior apartment complexes, libraries, and doctor's offices each month to increase the awareness of the senior center program, and its benefits. Furthermore, SOA commits

2020 SOCIAL PROGRAMMING AT FIVE COUNTY-OWNED SENIOR CENTERS

to attend four major outreach events for seniors such as Senior Fest, Senior Day at the Zoo, or Senior Resource Fairs. SOA will use these opportunities to promote all of SOA's services including the dining sites.

- B. Describe how your agency will maintain records for the proposed program or service, including client files. (Refer to Program Service Guidelines or Specifications for specific record keeping requirements).

Internally SOA will track all participant and volunteer data in our agency database Senior Space. SOA staff will utilize the information collected from the SOA Participation form to enter participant data into this web-based database. The physical copy of the forms will be kept on site in the staff office, accessible only to staff in case of an emergency. After the information is entered the participant will receive a scanner card. SOA will request that every participant that enters the center to use the touch screen kiosk to sign in. Staff or volunteers will train each participant on the importance of the use of the kiosks. Every activity that is offered at the center on a given day will be listed on the kiosk. Participants will be asked to check in to every activity they take part in at a center. Volunteers will also track their volunteer hours on this kiosk. The numbers in this database are reported monthly to MCDA through the Recreation Summary Report. Kiosks are located at the entrances of each center. Kelly and Wilson Park Senior Centers also have a kiosk available in the dining site to help capture the number of people who are actively using the centers daily. SOA will work with an IT professional to ensure that all digital information is protected. SOA will keep a physical copy of the intake forms for three years before disposing of them in a secure manner.

- C. Describe any special equipment needed for the proposed program or service and how the equipment will be provided.

SOA will continue to have access to all activity equipment, to include but not limited to computers, fitness equipment, and arts and crafts equipment. SOA will work with sponsors, businesses and volunteers to obtain in-kind donations to upkeep or obtain updated equipment. Within the first year of managing the senior centers SOA was able to upgrade the internet connections at four of the five centers and obtain new phone systems for all centers. This work was not in the scope of the original grant but was much needed to ensure proper usage at the centers. SOA will continue to reestablish collaborations with neighborhood businesses. SOA will upkeep the lobby monitors to provide those we serve with pertinent information pertaining to aging, services, opportunities, and MCDA information and resources.

- D. Outline how your agency will offer all clients the opportunity to contribute towards the cost of the proposed program or service. (See the general Contribution Policy within the Program Service Guidelines or Specifications for the specific policy that applies to your proposed program or service). Please include a sample of the letter, sign, or other text that you propose to use to solicit contributions as Appendix 7.

In its first year of operation SOA launched its Partnership Program. This program allows participants to partner with SOA to help fulfill our vision of a community where every adult 50 and better will be connected to the resources they need, and the opportunities that

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interest them, throughout the entire aging process. The Partnership Program gives participants the opportunity to place their donation with the center they value or where the need is the greatest. Each senior center has identified a wish list of items and has purchased some of these items with the help of the Partnership Fund. See appendix 7.

Individual centers may choose to hold bake sales, rummage sales, or car washes as additional fund raisers. Each center will continually explore new revenue streams with participants and their Advisory Committees. The funds from these sales will be deposited into the SOA bank account and used to purchase items off the wish list or offset the budget. Participants will have the opportunity to contribute in kind services to each site by volunteering to help within the center or donating an item off the wish list. Some of the job's participants can volunteer for include teaching classes, receptionist, gift shop attendant, or custodian help. SOA estimates over 1,700 hours of volunteer service goes in to making these sites operate efficiently each month.

- E. Please describe how your agency will target services to older adults who are low income, frail, or members of a protected class as required by the specific Program Service Guidelines or Specifications.

SOA staff has connections to and knowledge of countless social service and community agencies. SOA will use these connections to provide reciprocal referral channels that benefit the communities most vulnerable seniors. Furthermore, SOA commits to attend four major outreach events for seniors such as Senior Fest, Senior Day at the Zoo, or Senior Resource Fairs. SOA will use these opportunities to promote all of SOA services including the senior centers, and dining sites. SOA will work to identify the senior apartment complexes, and communities in the neighborhoods around the Senior Centers, and will distribute The Connection to them monthly. SOA will charge the Advisory Committees at each center to help spread the word about the centers and the dining sites by identifying places to drop off outreach information, and The Connection such as cafes, churches, libraries, and doctors' offices. SOA will reach out to traditionally underserved populations such as LGBT seniors, vision and hearing-impaired seniors, or seniors with language barriers to make them aware of services and opportunities available at the senior centers. SOA will work with local neighborhood associations, business districts, and community groups to expand the centers reach in to the community.

- F. Clearly specify the objectives for the proposed program or service, including the action plans and time frames to implement these objectives. (See Program Service Guidelines or Specifications for additional information).

Objective 1: SOA will ensure to offer a diverse variety of education and recreation programs at all five centers and model their programming off the eight dimensions of wellness. These activity numbers will be reflected on the monthly recreation summary report.

Action Steps:

- SOA will engage the participants of each center through the Advisory Committees to help drive the programming to meet the needs and desires of the participants.

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- SOA will establish relationships with vendors in the community that can bring information, programs, or events in to the centers. SOA will coordinate these events and communicate them through the monthly Connection.
- SOA will actively recruit volunteers to enhance programming with their talents and gifts.
- SOA will conduct a yearly survey of participants. This survey will seek the input of what new classes or programs seniors would like to see offered at each center.
- SOA will use the results of the yearly survey to develop new programming initiatives at each center.
- SOA will track their programming against the Eight Dimensions of Wellness to ensure that each dimension is addressed throughout the year at each center.
- SOA, with the assistance of MCDA, will ensure that at least monthly participants have an opportunity to meet with a representative from MCDA Prevention Team to meet their needs and answer their questions.

Objective 2: SOA will provide information, referral, advocacy assistance, and volunteer services to center participants. This will be reflected in the numbers reported in the Information and Assistance, Other Education, and Special Group Meeting Categories on the MCDA Recreation Summary Report. Volunteer Service Hours provided to enhance programming will be tracked on the MCDA Narrative report form.

Action Steps:

- SOA will arrange with MCDA for regular Prevention Team visits to each center.
- SOA will work with MCDA's Dementia specialist to have a presence in the centers as a resource.
- SOA will track the referrals they make to outside organizations and report these monthly on the MCDA Narrative report in an effort to identify any gaps in service to older adults.
- SOA will work with outside groups to offer meeting space to groups that benefit seniors.
- SOA will post all MCDA Commission On Aging (COA) agendas, COA committee's agendas, and the Area Agency on Aging Advisory (AAA) meeting agendas in a common location.
- SOA will serve as a host site for MCDA COA meetings, COA committee meetings, or AAA Advisory meetings.
- SOA will continue to form and manage relationships with the businesses and other agencies in each centers' neighborhood.

Objective 3: SOA will provide accurate reporting to the Milwaukee County Department on Aging.

Action Steps:

- All mandatory monthly reports will be provided to MCDA no later than the 5th business day of the month following the reporting period ten out of twelve months in 2020.
- Monthly reports will be accurate requiring no edits or corrections eight out of 12 months in 2020.

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- Any requested edits or corrections made by MCDA will be completed and returned within five business days from the date of request 95% of the time.
- All monthly reports will include a Units of Service, Demographics report and a Narrative that includes information on outreach efforts, building issues, staff changes, number of stock boxes distributed, number of volunteer hours, and the number of referrals made.

Objective 4: All five centers will serve as a Milwaukee County Elderly Dining Site Monday through Friday.

Action Steps:

- SOA will have staff in place that understands the policies and procedures related to the nutrition program.
- SOA will publicize the nutrition program within the Connection.
- SOA will actively recruit participants from the dining program to attend advisory committee meetings to encourage cohesion between the programs.
- SOA program coordinators, and SOA dining site supervisors will work together to ensure that all diners are made aware of programming within the center, paying special attention to low cost or free options.
- SOA Director of Senior Centers will work with MCDA to coordinate special menus on high interest days, or special events.
- At the site's discretion, dining site supervisors and program coordinators will work together to plan joint programs or special events.

3. Staffing Plan

- A. Using Form 3.0 in Exhibit I, describe your agency's staffing plan for the proposed program or service, including the names of the positions and the percentage of time to be devoted to the proposed program or service. Using Form 3.1, report the gender, age, and race/ethnicity of persons to be employed in the program. Using Form 3.2, please describe the compensation and fringe benefits that each person to be employed in the program will receive and provide their county of residence.

See Form 3.0, Form 3.1, Form 3.2.

- B. Attach as Appendix 1 to your application written job descriptions for each position included on Form 3.0 and attach as Appendix 2 an Organization Chart for the entire proposed program or service, which clearly identifies the staff providing this service and how they relate to the rest of your agency, including lines of authority and responsibility.

See Appendix 1 and Appendix 2.

- C. Describe any special staff qualifications that you require or that your staff may possess. Outline your agency's methods for orienting new staff, providing on-going staff training, and communicating with staff, such as staff meetings. (Refer to the Program Service

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Guidelines/Specifications for specific staff qualifications and training requirements for the proposed program or service).

The Director of Senior Centers will provide oversight to the entire SOA Senior Center Program. This individual has worked within the Senior Center program for eight years. She has spent five years as a Program Coordinator at both Clinton Rose and Wilson Park Senior Centers, before being promoted to Program Support Manager. As a Program Coordinator she was the editor of The Connection, the monthly activity guide. She is computer proficient in all programs, databases, lay out and publishing programs, and social media. As her role as Program Support Manager she ensured all reporting was done on time and accurately. She has twelve years of experience programming for older adults, collaborating with community organizations and managing volunteers.

The Center Managers will provide oversight of programming and staffing. In addition, SOA will work in cooperation with Milwaukee County Facilities Management on building maintenance. The Center Managers have multiple years of experience working with older adults. They are proficient on the needs and interests of older adults. They demonstrate a high level of customer service and administrative experience.

SOA will employ seven Program Coordinators. These individuals come from a diverse background and all have a passion for helping older adults. They demonstrate their dedication to older adults through their creative and innovative program development and their attention to detail. Programming is driven by the interests and needs of participants. SOA also employs a part time Wood Shop Coordinator. This staff member is a retired engineer who has 50 years of experience in woodworking and machine maintenance.

SOA employs custodial staff who have extensive experience in cleaning and light building maintenance repairs. Custodial staff are required to have a high level of customer service experience due to the nature of our program.

SOA will require that all staff hired to work within the Senior Center Program to be CPR certified within 60 days of hire. Prior to employment with SOA, candidates will undergo a background check. Once employed with SOA, employees will meet with HR coordinator to review personnel policies and fill out any necessary paperwork. After HR orientation the Senior Center Manager or designated staff will orient the staff to the building to ensure they know emergency procedures, and where the emergency exits are located. The Senior Center Manager and Program Coordinator will train newly hired staff at the center they operate.

On a quarterly basis SOA will hold an all staff meeting which will be communicated via company email. During these all staff meetings, SOA administration will go over company policies, procedures, and review any necessary information with staff. Additionally, SOA will hold monthly meetings with the Managers and Program Coordinators to communicate information, discuss issues, and programming ideas.

D. Describe how and explain who supervises your agency's direct service staff.

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Program Coordinators are supervised by a Senior Center Manager at each site. The Center Managers report to the Director of Senior Centers who reports to the president/CEO of the agency.

- E. Describe your agency's efforts and ability to employ persons aged 45 or older.

When positions become available, SOA will initiate recruitment activities that include traditional practices of older adults. We post all open positions on common job posting websites, such as Indeed, Jobsthathehelp.com, and Milwaukee Jobs.com.

- F. Describe your agency's efforts to provide opportunities for older adults to volunteer in your programs, including the proposed program or service.

SOA values volunteers and prides itself on providing opportunities for older adults to share their skills and talents to give back to their communities. SOA will utilize volunteers within the senior center program in a variety of ways to include but is not limited to: assisting with stock box, serving as receptionist, setting up and tearing down of special events, instructing classes, entering data, and working in the gift shops. SOA estimates that over 1,700 hours of volunteer time is spent each month at the collective centers. SOA will continue to utilize these volunteers and actively recruit new volunteers to assist in a variety of ways within the center. SOA will recruit volunteers through help wanted posts on SOA's Facebook page, flyers, and dry erase board within the center. Volunteer needs will also be posted in the connection when appropriate.

- G. Describe your agency's willingness to provide hourly staff employed in the proposed program or service with a "living wage" of \$9.69 per hour consistent with County Board Resolution File No. 01-386.

All positions at SOA are paid at least the living wage identified by the State of Wisconsin. No position at SOA is paid less than \$10.50/hour.

- H. Describe your agency's willingness to provide all full-time employees employed in proposed program or service with family supporting benefits similar to those provided to full-time managerial, professional, and administrative personnel, including comparable health insurance coverage and pension plans. Please make clear whether all full-time employees in the proposed program or service will receive comparable health insurance and pension benefit coverage.

All employees of Serving Older Adults who work at least 30 hours/week receive family supporting benefits, regardless of their position at the company. Those in program and service positions receive the same benefits as those in managerial, professional or administrative positions. These benefits include medical insurance, dental insurance, vision insurance, short-term disability insurance, long-term disability insurance and life insurance. All employees of SOA may contribute to the organization's 401k retirement plan.

4. Accessibility

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- A. As appropriate, describe the facility or facilities that will be used to provide the proposed program or service. Include reference to the physical accessibility of the site(s) to people with disabilities, such as ramps, doorways, elevators, toilet facilities, etc.

All five of the current Senior Centers funded by the Milwaukee County grant have entrances that are ramped for easy access with automated door entrances. Each Center has handicap accessible restrooms. There are currently 2 of the 5 senior centers that are multi-level of which both have elevators that allow for easy access for all individuals with disabilities.

- B. Outline any geographic limitations your agency may have for the proposed program or service.

SOA has no geographic limitations to the proposed programs or services offered except to remain within Milwaukee County. The Senior Center programs are currently run out of 5 County-owned buildings however, programming may expand outside of the Centers in the future. The programming will remain within Milwaukee County.

- C. Outline any limitations on the types of clients your agency will serve under the proposed program or service.

SOA serves, and will continue to serve, clients age 50 and older.

- D. Outline the days and hours the proposed program or service will be available. Describe how your agency will inform clients with of the availability of services during weather related emergencies.

SOA will operate the centers five days a week, fifty-two weeks a year except major holidays. Each site will be closed one week a year for cleaning, and close at 1pm four times a year for staff development opportunities as proposed in the attached closing calendar. In the event of severe weather that requires the sites to close, SOA will post the closings on all major news stations (TMJ 4, WISN 12, CBS 58, and FOX 6), and on the SOA Facebook page. SOA will notify MCDA at least two months in advance of any additional planned closings, and as soon as possible when closing due to unexpected circumstances.

- E. Describe how your agency will serve limited English proficient clients. Specifically, describe the number of bilingual staff you employ in the program and your efforts to hire staff whose language abilities will make your program more accessible to Milwaukee County's underserved cultural and ethnic groups.

SOA recognizes the need to serve clients whose primary language is not English. SOA will strive to employ at least one staff member who is bilingual. In addition, SOA staff will be shown how to use technology such as google translate and other free sites to reach older adults who are socially isolated.

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- F. Describe your agency's efforts to make your program or service accessible to elderly persons who are socially isolated as a result of cultural or linguistic factors.

SOA will make every effort to ensure the program is accessible to older adults who may be socially isolated as a result of cultural or linguistic factors. This will be accomplished by collaborating and interacting with other older adult service providers in the community. Examples of community organizations SOA plans to collaborate with include but are not limited to Milwaukee County Department on Aging, Hear Wisconsin, Vision Forward, and Milwaukee Christian Center. In addition, staff will be shown how to utilize technology such as google translate and other free sites to reach older adults who may be socially isolated.

5. Experience

- A. Describe your past experience in providing the proposed program or service, including the number of years it has provided this program or service in Milwaukee County. Include information on the number and percentages of older adults, low income, and minority clients served by your agency.

We have provided programming in the senior centers since January 2019. Our staff however have decades of collective experience in providing older adult programming, building management, staff supervision, nonprofit financial accounting, and grant reporting. Several of our staff have senior center management experience, two of them nearing 20 years of experience.

We currently have 4,256 older adults registered at our centers. Of those registered, 55% are between the ages of 60-74, 26% are age 75-84, 11% are age 85 or older, 8% are age 50-59 and 1% have declined to give us their age.

Of the 4,256 participants at our centers, 63% are female and 37% are male.

The racial breakdown of our participants is: 54% white, non-Hispanic, 34% black or African American, 5% white, Hispanic, 1% are Asian, 1% reported two or more races and 5% declined to provide racial information.

We serve participants of various income levels, with 30.4% of our participants being under the federal poverty level. The breakdown by Center is as follows:

Clinton Rose	74.3% low income
McGovern	34.5% low income
Washington	27.3% low income
Wilson	17.6% low income
Kelly	16.2% low income

- B. Provide information on your agency's prior government contracts or service provision. Include the name of the agencies and the contact person(s) who would know the most about your experience in providing the proposed program or service.

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Our agency was formed in 2018 and began programming January 2019. We operate under a contract from the Milwaukee County Department on Aging. Jon Janowski and Jill Knight are our two main contacts at the Department on Aging.

- C. Describe the extent to which your agency's board of directors or owners reflect the targeted populations to be served under the Older Americans Act, which are "older persons having the greatest economic and/or social need". Describe the frequency of your board's meetings and their oversight process for services. Attach as Appendix 3 information on the name, address, position, and years of service of each board member. Additionally, attach as Appendix 4 the form entitled "7.0 Demographic Summary of Board of Directors/Agency Owners."

**Under the Older Americans Act, the term "greatest economic need" refers to needs that result from an income at or below the federal poverty levels established by the Office of Management and Budget. The term "greatest social need" refers to a need that is caused by non-economic factors which include physical and mental disabilities, language barriers and cultural, social, or geographic isolation, including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks which threaten such individual's capacity to live independently.*

Seven out of ten of the SOA's Board members are over the age of 55, and two of those are over age 75. SOA's Board of Directors meets monthly. Each meeting begins with a reading of SOA's mission and vision statement. The Board receives updates on past events and is involved on strategic planning of future events. SOA's Board also reviews the financials on a monthly basis.

6. Administrative Ability

- A. Describe the special certifications or licenses that your agency currently possesses or plans to obtain to provide the proposed program or service. Refer to the Program Service Guidelines Specifications for the specific requirements for your proposed program or service.

SOA is a member of the National Institute of Senior Centers. Each Manager is a registered member of the Wisconsin Association of Senior Centers. All appropriate licenses to run the gift shops have been obtained.

- B. Outline your agency's existing or proposed 2020 insurance and bonding coverage.

SOA will provide all required insurance and bonding coverage at or above the required levels of the contract. SOA also carries workers compensation coverage for all staff. Attached is our current Certificate of Insurance that covers MCDA.

- C. Describe your agency's experience in meeting federal, state, and county administrative requirements. Provide any additional information about contact persons from any governmental agencies who may be able to address your agency's experience.

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SOA has completed all county administrative requirements for program administration for the 2019 grants awarded from the county. Also, the CFO of SOA has 12 years of experience in auditing nonprofits to make sure that they are in compliance with all federal, state, and county requirements, and an additional 5 plus years of CFO/Controller experience in meeting many federal, state and county requirements.

Our current contract monitors that can speak to our administrative abilities include the following:

- Milwaukee County Department on Aging
 - Jill Knight- Senior Center Contracts
 - Beth Zatarski (retired) – Dining Contract in Senior Centers
 - Gaylyn Reske – Dining Contract in Senior Centers
 - Nasrin Wertz – Senior Center and Dining Contracts
 - Jon Janowski - Senior Center and Dining Contracts
 - Samta Bhatnagar -- Senior Center and Dining Contracts

- D. Describe your progress in resolving any problem areas identified in your most recent independent financial audit or Department on Aging program assessment.

SOA is currently in its first year of operations. We are in the process of selecting an audit firm to allow for the audit to be completed by the end of March 2020.

- E. Attach a copy of your agency-wide budget as Appendix 5.

See Appendix 5.

- F. Attach a copy of your most recent independent financial audit report or financial statement as Appendix 6. If your agency has already submitted a copy of your most recent financial audit to the Department on Aging, please indicate that in this section and do not include an additional copy of the audit report.

SOA is currently in its first year of operations. We are in the process of selecting an audit firm to allow for the audit to be completed by the end of March 2020.

- G. Attach signed copies of Section 5.0, Terms, Conditions and Assurances, and Section 6.0 Equal Employment Opportunities for Milwaukee County Contracts. Attach copy of 7.0 Board of Directors/Agency Owners.

Copies attached.

7. Program Outcomes and Quality Assurance

- A. Describe the methods your agency will use to measure program outcomes as identified in Program Service Guidelines or Specifications.

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SOA will report on the following outcomes for 2020. SOA will utilize a yearly participant survey to measure outcomes 1, 2, 3, & 4. Outcome Five will be measured based on the increase of new participants during the year.

Outcome 1: 85% of surveyed participants will state that they are healthier because they take part in the center's Fitness Center, exercise classes and or health programming and screenings offered.

Outcome 2: 85% of surveyed participants will state the center has an atmosphere of sociability, allowing them to combat isolation and make new friends.

Outcome 3: 85% of surveyed participants will state they are happier and more satisfied with their life because they come to the Senior Center.

Outcome 4: 85% of surveyed participants will indicate a high level of customer satisfaction with the senior center and would recommend the senior center to a friend or family member.

Outcome 5: Each center will increase their number of unduplicated participants by 5% as compared to previous yearend statistics. This outcome will be tracked using MCDA Demographics report. The increase will be reflected in the "Total New Participants" column on this form.

- B. Describe how your agency conducts quality assurance, including your internal methods of measuring service quality and determining ways to improve service.

As an organization Serving Older Adults aims to develop quality programs with the direct needs and interests of older adults in mind, SOA is a member of the National Institute of Senior Centers. Through this membership the administration can keep up on the best practices, and newest initiatives from senior centers across the country. SOA assures quality of services through the following measures:

- Yearly participant surveys
- Monthly Board of Directors Meetings
- Administrative Team Meetings
- Senior Center Manager Monthly Meetings
- Senior Center Program Coordinator Monthly Meetings
- Advisory Committee Meetings
- Class and Program Evaluations

- C. Describe the methods your agency uses to obtain consumer input or feedback, such as client satisfaction surveys, client advisory committees, or other program evaluation activities.

As an organization Serving Older Adults aims to structure our programs with the direct needs of older adults in mind, The SOA managed senior centers all have an Advisory Committee composed of participants and occasionally special guest. All participants are invited to join and give feedback. Consumer input is invaluable to SOA. Programming is determined by the needs and desires of the participants at each center. These committees

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meet monthly to discuss the needs of the center and address any concerns. SOA employs an open-door policy. All staff are open to discuss participant concerns and ideas. SOA has also implemented a suggestion box at each center. These boxes are located at the front desk and give participants an anonymous way to share their concerns, questions, compliments or programming ideas. SOA will also conduct a yearly participant survey. This survey will encourage participants to think of new programming ideas, areas of interest, or concerns in the center. SOA will also conduct periodic program evaluations, to ensure that the ongoing programs are still relevant, and fit the needs of the participants.

D. Describe and include a copy of your agency's client grievance procedure.

SOA's formal grievance procedure begins at the individual program level. All formal grievances will be requested in writing. The procedural chain is as follows:

- Senior Center Manager.
- Director of Senior Centers
- President and CEO.
- Any grievance not resolved at that level will be submitted to the SOA Board of Directors. The Board will then review the concern and respond in writing.

As the grievance advances among the chain of command, each link is required to submit their response in writing along with the original grievance to the next appropriate person.

E. Describe how your agency involves or will involve consumers of your services, especially low income and minority persons, in policy decisions regarding the services your agency provides to older adults.

SOA seeks to involve consumers through its open-door policies, advisory committees, and yearly participants surveys. SOA has also identified and invited qualified participants to join the Board of Directors.

8. Coordination Activities

A. Describe your agency's current or proposed linkages with major social service providers and volunteer organizations that serve older people.

Serving Older Adults has spent this first-year re-establishing relationships that the prior service provider had established along with forging new relationships. Senior Centers have worked to establish a relationship with Accession Health care to provide health related lectures at all centers. All centers have established a relationship with Hunger Task Force to provide stock boxes, fresh produce, and tariff food drops. Some additional collaborations include but are not limited to: Hyatt Pharmacy, Vesta Senior Network, Humana, Autumn Leaf, Community Libraries, Alpha Care, Caring with Honor, Williams Town Bay, Cream City Review, Franciscan Villa, Synergy, Columbia St. Mary's Milwaukee Waterworks, Milwaukee County Transit System, Walgreens, and Helen Bader Philanthropies. These

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collaborations serve both the senior center participants, and the senior diners by providing important information or sponsoring events that benefit older adults.

- B. Describe how your agency will assist participants of the proposed program or service to take advantage of benefits under other programs.

SOA staff has connections to and knowledge of countless social service and community agencies. SOA will use these connections to provide reciprocal referral channels that benefit the communities most vulnerable seniors. SOA as an agency has spent the first year establishing relationships with vendors that benefit older adults. Members of the SOA administrative team have met with representatives from ERAS Senior Network, Alzheimer's Association, GWAAR, MCDA Outreach Director, UWM, The Medical College of Wisconsin, and Aurora to develop ongoing relationships. All SOA staff members are trained on the resources available and how to refer participants to other programs when they are in need.

- C. Not in Forms

- D. Outline your agency's procedures for notifying appropriate officials about any conditions or circumstances that place an older person in immediate danger.

All SOA staff are trained to identify potential dangers to older adults. If an older adult needs immediate medical care, the staff will be instructed to contact 911 and fill out an incident report form. If the danger is not imminent, the staff will work with the older adult and their family when appropriate to find the best resource to assist them. Staff will help identify agencies to refer the older adult to and will help make calls to the appropriate agencies. Some of the resources that SOA staff have made referrals to include MCDA Aging and Disability Resource Center, 211, local homeless shelters, Salvation Army, Hunger Task Force, and local food banks.

- E. Describe your agency's efforts to assist clients who are not United States Citizens to obtain citizenship, including your efforts to work with agencies that assist persons in obtaining citizenship.

Serving Older Adult staff will work with any participant in our programs who is not a U.S. Citizen if they request help in obtaining citizenship. Serving Older Adults would aid through referrals to appropriate community agencies or organizations, such as Senior Law.

- F. Emergency Preparedness Requirement

Under a plan adopted by the Milwaukee County Commission on Aging, the Department on Aging is responsible for coordinating emergency services to frail, at risk elders served through the Department's contracted services. Service providers must participate in the development and implementation of the coordinated emergency preparedness plan.

Serving Older Adults will participate in the development and implementation of the coordinated emergency preparedness plan. The Emergency Preparation plan is as follows:

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- All Senior Centers will host programs for older adults related to safety and emergency preparation.
- Flyers related to possible weather-related dangers (heat/cold, fire, tornado, flooding) will be posted at the centers.
- Senior Centers will be listed as a cooling site during hours of operation and may be used as an afterhours cooling site as directed by MCDA.
- Senior Center staff will speak with frail elders who attend activities about weather preparation.
- All SOA Staff will be familiar with the expectations related to emergency planning and implementation.

9. Budget Justification

- A. See 4.0 Budget Summary and 4.0 Budget Summary Instructions on page 9 of this document for details.

See 4.0 Budget Summary.

- B. There must be a 4.0 Budget Summary for each funding source that funds your grant. For example, if you receive III-B and III-C1 monies, you should have a 4.0 form for each.

See 4.0 Budget Summary.

3.0 Program Staffing Information - Positions Funded by Department on Aging, Match, or Other Resources

A. Position Title	B. % Full Time Equivalent	C. Salary and/or Wage Subtotal \$	D. Fringe Subtotal \$	E. Total All (C & D)	F. Staff Demographics (Check all that apply)							
					Female	Minority	Disabled	Age 45 - 54	Age 55 - 64	Age 65 - 74	Age 75+	
President, CEO	60.00%	61,701.11	5,812.23	67,513.34	X				X			
CFO	6.00%	4,456.70	425.24	4,881.94	X							
Director of Outreach	32.50%	15,318.16	1,578.30	16,896.46	X							
Dir. of Senior Ctr/Wilson Mgr	95.00%	55,717.50	10,296.36	66,013.86	X							
Senior Center Analyst- Vacant	50.00%	22,880.00	2,357.42	25,237.42	X							
Program Coordinator - Wilson	100.00%	36,400.00	9,016.40	45,416.40	X							
Program Coordinator - South Side	50.00%	16,217.97	1,670.99	17,888.96	X				X			
Wilson Custodian & Light Maint.	87.50%	25,775.75	10,910.52	36,686.27	X				X			
Wilson Custodian	50.00%	12,318.80	1,269.26	13,588.06	X				X			
Woodshop Coordinator	25.00%	8,034.00	827.77	8,861.77							X	X
Rental Supervisor	20.00%	6,988.51	720.04	7,708.55								X
McGovern Center Manager	87.50%	38,250.63	8,390.94	46,641.57								
Program Coordinator - McGovern	100.00%	36,400.00	3,633.44	40,033.44	X				X			
McGovern Custodian & Light Maint.	18.75%	5,523.38	569.10	6,092.48					X			
Kelly Center Manager	100.00%	48,350.00	23,978.65	72,328.65	X				X			
Program Coordinator - Kelly	100.00%	36,400.00	3,633.44	40,033.44	X				X			
Kelly Custodian	50.25%	12,542.40	1,351.69	13,894.09								
Clinton Rose Center Manager	100.00%	43,715.00	9,487.76	53,202.76	X				X			
Program Coordinator - Clinton Rose	100.00%	36,400.00	3,613.24	40,013.24	X				X			
Program Coordinator - North Side	50.00%	16,217.97	1,671.00	17,888.97	X				X			
Clinton Custodian & Light Maint.	87.50%	25,775.75	2,633.73	28,409.48	X				X			
Washington Center Manager	100.00%	46,805.00	16,198.10	63,003.10	X				X			
Program Coordinator - Washington	100.00%	36,400.00	3,633.44	40,033.44	X				X			
Washington Custodian & Light Maint.	100.00%	28,600.00	12,746.81	41,346.81							X	
Washington Custodian	37.50%	9,360.00	964.40	10,324.40								X
Total: (Each Category)		\$ 686,548.63	\$ 137,390.27	\$ 823,938.90								

Note: Total wage and fringe for all staff positions (Column E of 3.0 of Program Staffing Information)

should match the total wage and fringe on Column 6 of the 4.0 Budget Summary, Personnel Subtotal.

Itemize below percentage of agency fringe benefit costs:

FICA	7.65%
Pension	
Workers comp	% of salaries
Unemployment comp	1.2% up to 21,700 in salary
Disability insurance	
Health insurance	
Life insurance	
Other (specified)	

3.1 Program Staffing Information: Wages and Benefits

Please list each individual separately, using as many copies of this form as needed

Position Title	Hours Per Week	Annual Salary	Hourly Wage Rate	Fringe Benefit Category	Check if Employer Pays Fringe Benefit	County of Residence
President, CEO	52	\$82,268	\$49.43	Health Insurance Dental Insurance Life Insurance	X	Milwaukee
CFO	52	\$59,423	\$35.71	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Director of Outreach	13	\$15,318	\$22.66	Health Insurance Dental Insurance Life Insurance		Milwaukee
Director of Senior Centers	40	\$58,650	\$28.20	Health Insurance Dental Insurance Life Insurance	X X X	Waukesha
Senior Center Analyst - Vacant	20	\$22,880	\$22.00	Health Insurance Dental Insurance Life Insurance		
Program Coordinator - Wilson	40	\$36,400	\$17.50	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Program Coordinator - South Side	20	\$16,217.97	\$15.59	Health Insurance Dental Insurance Life Insurance		Milwaukee
Wilson Custodian and Light Maintenance	40	\$29,458	\$14.16	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Wilson Custodian	20	\$12,318.80	\$11.85	Health Insurance Dental Insurance Life Insurance		Milwaukee

*Note: Benefits are offered to all employees who work 30 hours or more a week but varies depending on each employee preference. SOA pays 65% of health and dental and provides all employees over 30 hours \$25,000 of Life Insurance

Please list each individual separately, using as many copies of this form as needed.

3.1 Program Staffing Information: Wages and Benefits

Position Title	Hours Per Week	Annual Salary	Hourly Wage Rate	Fringe Benefit Category	Check if Employer Pays Fringe Benefit	County of Residence
Woodshop Coordinator	10	\$8,034	\$15.45	Health Insurance Dental Insurance Life Insurance		Waukesha
Rental Supervisor	8	\$6,989	\$16.80	Health Insurance Dental Insurance Life Insurance		Milwaukee
McGovern Center Manager	40	\$43,715	\$21.02	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Program Coordinator - McGovern	40	\$36,400	\$17.50	Health Insurance Dental Insurance Life Insurance	X	Milwaukee
McGovern Custodian and Light Maintenance	10	\$7,565	\$14.16	Health Insurance Dental Insurance Life Insurance		Milwaukee
Kelly Center Manager	40	\$48,350	\$23.25	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Program Coordinator - Kelly	40	\$36,400	\$17.50	Health Insurance Dental Insurance Life Insurance	X	Milwaukee
Kelly Custodian	30	\$18,720	\$12.00	Health Insurance Dental Insurance Life Insurance	X	Milwaukee
Clinton Rose Center Manager	40	\$43,715	\$21.02	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee

*Note: Benefits are offered to all employees who work 30 hours or more a week but varies depending on each employee preference. SOA pays 65% of health and dental and provides all employees over 30 hours \$25,000 of Life Insurance

3.1 Program Staffing Information: Wages and Benefits

Please list each individual separately, using as many copies of this form as needed

Position Title	Hours Per Week	Annual Salary	Hourly Wage Rate	Fringe Benefit Category	Check if Employer Pays Fringe Benefit	County of Residence
Program Coordinator - Clinton Rose	40	\$36,400	\$17.50	Health Insurance Dental Insurance Life Insurance	 X	Milwaukee
Program Coordinator - North Side	20	\$16,217.97	\$15.59	Health Insurance Dental Insurance Life Insurance	 	Milwaukee
Clinton Custodian and Light Maintenance	40	\$29,458	\$14.16	Health Insurance Dental Insurance Life Insurance	 X	Milwaukee
Washington Center Manager	40	\$46,805	\$22.50	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Program Coordinator - Washington	40	\$36,400	\$17.50	Health Insurance Dental Insurance Life Insurance	 X	Ozaukee
Washington Custodian & Light Main.	40	\$28,600	\$13.75	Health Insurance Dental Insurance Life Insurance	X X X	Milwaukee
Washington Park Custodian	20	\$12,480	\$12.00	Health Insurance Dental Insurance Life Insurance	 	Milwaukee
				Health Insurance Dental Insurance Life Insurance	 	
				Health Insurance Dental Insurance Life Insurance	 	

*Note: Benefits are offered to all employees who work 30 hours or more a week but varies depending on each employee preference. SOA pays 65% of health and dental and provides all employees over 30 hours \$25,000 of Life Insurance

3.2 Direct Service Staff Turnover and Vacancy

2019 Service Provider:

	I	II	III	IV	V	VI
	Number of Direct Service Staff employed in contract on January 1, 2019	Number of staff listed in Column I who remained employed on July 1, 2019	Number of new employees replacing staff listed in Column I by July 1, 2019	Percent of Column I employees replaced by July 1, 2019 (Column III divided by Column I)	Staff listed in Column I whose positions were vacant on July 1, 2019	Percent of Column I positions vacant on July 1, 2019 (Column V divided by Column I)
Title of Program or Service Contract (Department on Aging)						
Example: Transportation Senior Centers	10	7	2	20%	1	10%
	16	15	1	6%	0	0%

Note: Direct Service Staff are defined as persons employed under the contract whose job routinely brings them into contact with clients, either in person or over the telephone.

4.0 Program Budget Summary

Provider Name Serving Older Adults of Southeast WI

Contract Period 1/1/2020-12/31/2020

Program/Service Senior Centers Total

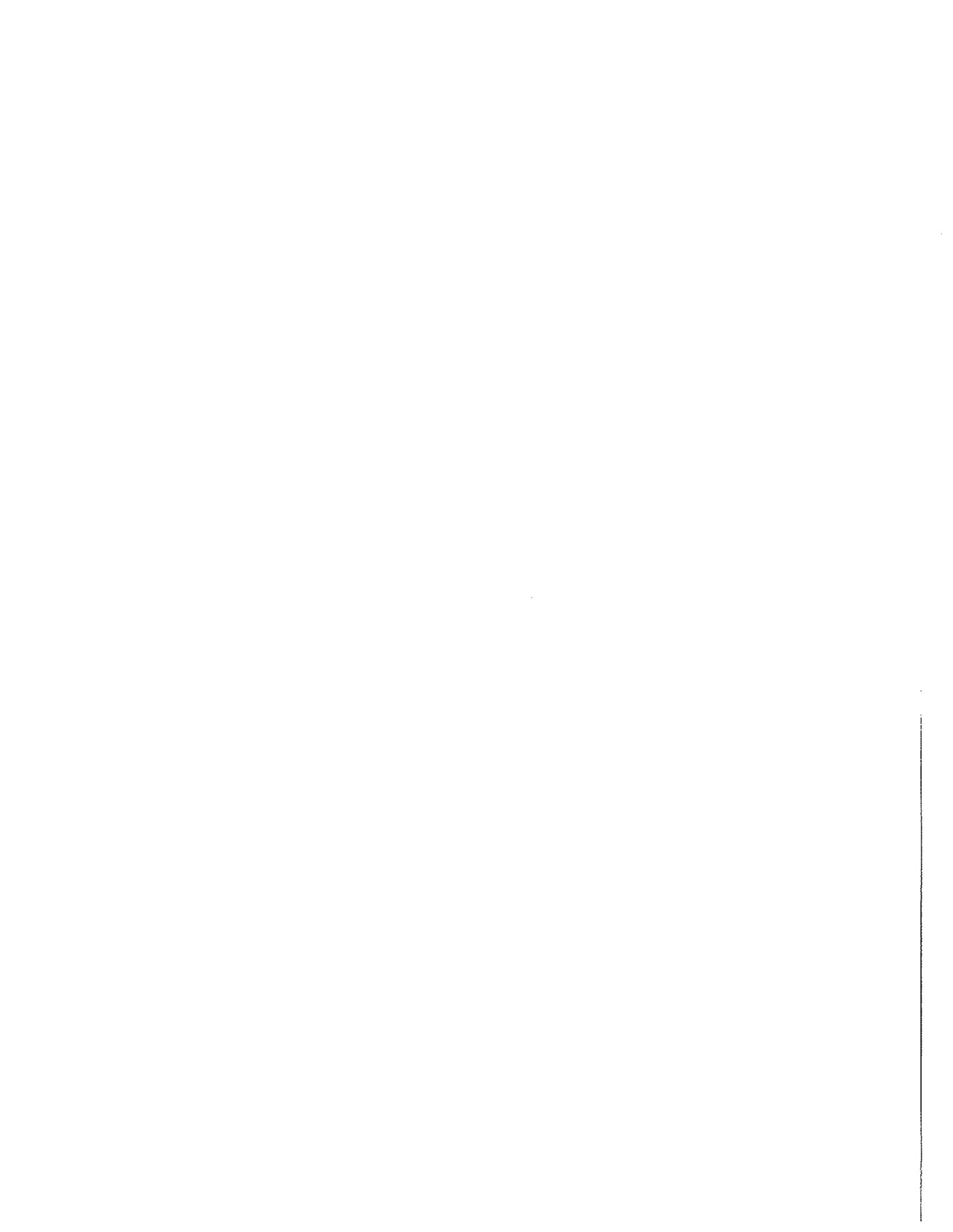
ITEM	1	2	3	4	5	6
Department on Aging Request	Non-Federal Match (10% of Program Costs) Cash	In-Kind	Anticipated Program Revenue	All Other Program Resources	Program Total	
1. PERSONNEL						
A. Wages & Salaries	641,865.66	-	-	44,682.97	-	686,548.63
B. Fringe (____ %)	95,416.94	-	-	20,793.45	21,179.88	137,390.27
C. Other (Describe)	-	-	98,600.00	-	-	98,600.00
SUBTOTAL	737,282.60	-	98,600.00	65,476.42	21,179.88	922,538.90
2. TRAVEL EXPENSES						
A. Local	687.00	-	-	-	-	687.00
B. Out of Town	-	-	-	-	-	-
SUBTOTAL	687.00	-	-	-	-	687.00
3. FACILITIES EXPENSE						
A. Rent	-	-	-	-	-	-
B. Utilities	-	-	-	-	-	-
C. Other (Describe)	41,135.70	-	-	10,043.52	-	51,179.22
SUBTOTAL	41,135.70	-	-	10,043.52	-	51,179.22
4. OPERATING EXPENSES						
A. Office Supplies	2,595.00	-	-	-	-	2,595.00
B. Consumable Supplies	3,270.00	-	-	-	250.00	3,520.00
C. Telephone	10,500.00	-	-	150.00	-	10,650.00
D. Postage	-	-	-	2,655.00	1,680.00	4,335.00
E. Equipment	-	-	-	261.06	-	261.06
F. Other: Background, Payroll Fees	3,610.00	-	-	47,815.00	29,812.39	81,237.39
SUBTOTAL	19,975.00	-	-	50,881.06	31,742.39	102,598.45
5. MISCELLANEOUS						
A. Office Supplies	-	-	-	-	-	-
B. Consultant Fees	-	-	-	13,440.00	3,360.00	16,800.00
C. Audit	4,500.00	-	-	-	-	4,500.00
D. Other (Describe)	-	-	-	8,137.50	15,975.00	24,112.50
SUBTOTAL	4,500.00	-	-	21,577.50	19,335.00	45,412.50
6. INDIRECT COSTS						
A. Indirect Costs (Form 4.1)	89,286.70	-	-	-	15,646.28	104,932.98
B. Other (Describe)	-	-	-	-	-	-
SUBTOTAL	89,286.70	-	-	-	15,646.28	104,932.98
7. COLUMN TOTAL FOR ALL COSTS						
	892,867.00	-	98,600.00	147,978.50	87,903.55	1,227,349.05
8. TOTAL NON-FEDERAL						
			98,600.00			98,600.00
9. PROFIT FACTOR						

*** Provide source of Non-Federal Cash match or description of In-Kind Match:**

Volunteer Hours

** Indirect costs must be reported by agencies that provide more than one program, service, or activity.

Form 4.1 must be completed, describing specific indirect costs and the plan for allocating those costs.



4.0 Program Budget Summary

Provider Name Serving Older Adults of Southeast WI

Contract Period 1/1/2020-12/31/2020

Program/Service Clinton Senior Center

ITEM	1	3		4	5	6
	Department on Aging Request	Non-Federal Match (10% of Program Costs) Cash In-Kind		Anticipated Program Revenue	All Other Program Resources	Program Total
1. PERSONNEL						
A. Wages & Salaries	138,252.22					138,252.22
B. Fringe (_____ %)	10,694.57			4,600.44	3,644.91	18,939.92
C. Other (Describe)			15,225.00			15,225.00
SUBTOTAL	148,946.79	-	15,225.00	4,600.44	3,644.91	172,417.14
2. TRAVEL EXPENSES						
A. Local	147.00					147.00
B. Out of Town						-
SUBTOTAL	147.00	-	-	-	-	147.00
3. FACILITIES EXPENSE						
A. Rent						-
B. Utilities						-
C. Other (Describe)	7,492.34			2,222.04		9,714.38
SUBTOTAL	7,492.34	-	-	2,222.04	-	9,714.38
4. OPERATING EXPENSES						
A. Office Supplies	501.00					501.00
B. Consumable Supplies	600.00				50.00	650.00
C. Telephone	2,460.00			30.00		2,490.00
D. Postage & Copying				1,650.00		1,650.00
E. Equipment				58.02		58.02
F. Other:	14.00			13,608.50	6,769.17	20,391.67
SUBTOTAL	3,575.00	-	-	15,346.52	6,819.17	25,740.69
5. MISCELLANEOUS						
A. Office Supplies						-
B. Consultant Fees				3,360.00		3,360.00
C. Audit	900.00					900.00
D. Other (Describe)						-
SUBTOTAL	900.00	-	-	3,360.00	-	4,260.00
6. INDIRECT COSTS						
A. Indirect Costs (Form 4.1)	17,869.85				2,326.64	20,196.49
B. Other (Describe)						-
SUBTOTAL	17,869.85	-	-	-	2,326.64	20,196.49
7. COLUMN TOTAL FOR ALL COSTS						
	178,930.98	-	15,225.00	25,529.00	12,790.72	232,475.70
8. TOTAL NON-FEDERAL						
			15,225.00			15,225.00
9. PROFIT FACTOR						

*** Provide source of Non-Federal Cash match or description of In-Kind Match:**

Volunteer Hours

** Indirect costs must be reported by agencies that provide more than one program, service, or activity. Form 4.1 must be completed, describing specific indirect costs and the plan for allocating those costs.

4.0 Program Budget Summary

Provider Name Serving Older Adults of Southeast WI

Contract Period 1/1/2020-12/31/2020
 Program/Service Kelly Senior Center

ITEM	1	2	3	4	5	6
	Department on Aging Request	Non-Federal Match (10% of Program Costs) Cash In-Kind		Anticipated Program Revenue	All Other Program Resources	Program Total
1. PERSONNEL						
A. Wages & Salaries	123,166.69					123,166.69
B. Fringe (____ %)	28,740.53			185.46	2,574.61	31,500.60
C. Other (Describe)			18,125.00			18,125.00
SUBTOTAL	151,907.22	-	18,125.00	185.46	2,574.61	172,792.29
2. TRAVEL EXPENSES						
A. Local	397.50					397.50
B. Out of Town						-
SUBTOTAL	397.50	-	-	-	-	397.50
3. FACILITIES EXPENSE						
A. Rent						-
B. Utilities						-
C. Other (Describe)	7,409.24			1,769.04		9,178.28
SUBTOTAL	7,409.24	-	-	1,769.04	-	9,178.28
4. OPERATING EXPENSES						
A. Office Supplies	276.00					276.00
B. Consumable Supplies	202.50				50.00	252.50
C. Telephone	1,860.00			30.00		1,890.00
D. Postage & Copying					1,680.00	1,680.00
E. Equipment						-
F. Other:	14.00			20,994.50	4,441.57	25,450.07
SUBTOTAL	2,352.50	-	-	21,024.50	6,171.57	29,548.57
5. MISCELLANEOUS						
A. Office Supplies						-
B. Consultant Fees					3,360.00	3,360.00
C. Audit	900.00					900.00
D. Other (Describe)						-
SUBTOTAL	900.00	-	-	-	3,360.00	4,260.00
6. INDIRECT COSTS						
A. Indirect Costs (Form 4.1)	18,081.54				2,217.17	20,298.71
B. Other (Describe)						-
SUBTOTAL	18,081.54	-	-	-	2,217.17	20,298.71
7. COLUMN TOTAL FOR ALL COSTS						
	181,048.00	-	18,125.00	22,979.00	14,323.35	236,475.35
8. TOTAL NON-FEDERAL						
			18,125.00			18,125.00
9. PROFIT FACTOR						

**Provide source of Non-Federal Cash match or description of In-Kind Match:*

Volunteer Hours _____

** Indirect costs must be reported by agencies that provide more than one program, service, or activity.
 Form 4.1 must be completed, describing specific indirect costs and the plan for allocating those costs.

4.0 Program Budget Summary

Provider Name Serving Older Adults of Southeast WI

Contract Period 1/1/2020-12/31/2020

Program/Service McGovern Senior Center

ITEM	1	3		4	5	6
	Department on Aging Request	Non-Federal Match (10% of Program Costs) Cash In-Kind		Anticipated Program Revenue	All Other Program Resources	Program Total
1. PERSONNEL						
A. Wages & Salaries	104,202.40					104,202.40
B. Fringe (_____ %)	12,227.66			1,133.82	1,578.65	14,940.13
C. Other (Describe)			7,250.00			7,250.00
SUBTOTAL	116,430.06	-	7,250.00	1,133.82	1,578.65	126,392.53
2. TRAVEL EXPENSES						
A. Local						-
B. Out of Town						-
SUBTOTAL	-	-	-	-	-	-
3. FACILITIES EXPENSE						
A. Rent						-
B. Utilities						-
C. Other (Describe)	6,331.12			1,376.16		7,707.28
SUBTOTAL	6,331.12	-	-	1,376.16	-	7,707.28
4. OPERATING EXPENSES						
A. Office Supplies	351.00					351.00
B. Consumable Supplies	870.00				50.00	920.00
C. Telephone & Internet	1,740.00			30.00		1,770.00
D. Postage & Copying						-
E. Equipment				58.02		58.02
F. Other:	14.00			3,329.00	5,484.77	8,827.77
SUBTOTAL	2,975.00	-	-	3,417.02	5,534.77	11,926.79
5. MISCELLANEOUS						
A. Office Supplies						-
B. Consultant Fees				3,360.00		3,360.00
C. Audit	900.00					900.00
D. Other (Describe)						-
SUBTOTAL	900.00	-	-	3,360.00	-	4,260.00
6. INDIRECT COSTS						
A. Indirect Costs (Form 4.1)	14,044.84				615.26	14,660.10
B. Other (Describe)						-
SUBTOTAL	14,044.84	-	-	-	615.26	14,660.10
7. COLUMN TOTAL FOR ALL COSTS						
	140,681.02	-	7,250.00	9,287.00	7,728.68	164,946.70
8. TOTAL NON-FEDERAL			7,250.00			7,250.00
9. PROFIT FACTOR						

*** Provide source of Non-Federal Cash match or description of In-Kind Match:**

Volunteer Hours

** Indirect costs must be reported by agencies that provide more than one program, service, or activity. Form 4.1 must be completed, describing specific indirect costs and the plan for allocating those costs.

4.0 Program Budget Summary

Provider Name Serving Older Adults of Southeast WI

Contract Period 1/1/2020-12/31/2020

Program/Service Washington Senior Center

ITEM	1 Department on Aging Request	2 Non-Federal Match (10% of Program Costs) Cash	3 In-Kind	4 Anticipated Program Revenue	5 All Other Program Resources	6 Program Total
1. PERSONNEL						
A. Wages & Salaries	157,095.29					157,095.29
B. Fringe (_____ %)	27,523.98			5,954.88	3,636.83	37,115.69
C. Other (Describe)			14,500.00			14,500.00
SUBTOTAL	184,619.27	-	14,500.00	5,954.88	3,636.83	208,710.98
2. TRAVEL EXPENSES						
A. Local	142.50					142.50
B. Out of Town						-
SUBTOTAL	142.50	-	-	-	-	142.50
3. FACILITIES EXPENSE						
A. Rent						-
B. Utilities						-
C. Other (Describe)	9,984.39			1,797.60		11,781.99
SUBTOTAL	9,984.39	-	-	1,797.60	-	11,781.99
4. OPERATING EXPENSES						
A. Office Supplies	516.00					516.00
B. Consumable Supplies	885.00				50.00	935.00
C. Telephone & Internet	1,860.00			30.00		1,890.00
D. Postage & Copying				405.00		405.00
E. Equipment				58.02		58.02
F. Other:	3,554.00			7,679.00	9,104.84	20,337.84
SUBTOTAL	6,815.00	-	-	8,172.02	9,154.84	24,141.86
5. MISCELLANEOUS						
A. Office Supplies						-
B. Consultant Fees				3,360.00		3,360.00
C. Audit	900.00					900.00
D. Other (Describe)						-
SUBTOTAL	900.00	-	-	3,360.00	-	4,260.00
6. INDIRECT COSTS						
A. Indirect Costs (Form 4.1)	22,469.84				1,568.36	24,038.20
B. Other (Describe)						-
SUBTOTAL	22,469.84	-	-	-	1,568.36	24,038.20
7. COLUMN TOTAL FOR						
ALL COSTS	224,931.00	-	14,500.00	19,284.50	14,360.03	273,075.53
8. TOTAL NON-FEDERAL			14,500.00			14,500.00
9. PROFIT FACTOR						

*** Provide source of Non-Federal Cash match or description of In-Kind Match:**

Volunteer Hours _____

** Indirect costs must be reported by agencies that provide more than one program, service, or activity.

Form 4.1 must be completed, describing specific indirect costs and the plan for allocating those costs.



4.0 Program Budget Summary

Provider Name Serving Older Adults of Southeast WI

Contract Period 1/1/2020-12/31/2020

Program/Service Wilson Senior Center

ITEM	1	2	3	4	5	6
	Department on Aging Request	Non-Federal Match (10% of Program Costs) Cash In-Kind		Anticipated Program Revenue	All Other Program Resources	Program Total
1. PERSONNEL						
A. Wages & Salaries	119,149.06			44,682.97		163,832.03
B. Fringe (____ %)	16,230.20			8,918.85	9,744.88	34,893.93
C. Other (Describe)			43,500.00			43,500.00
SUBTOTAL	135,379.26	-	43,500.00	53,601.82	9,744.88	242,225.96
2. TRAVEL EXPENSES						
A. Local						
B. Out of Town						
SUBTOTAL	-	-	-	-	-	-
3. FACILITIES EXPENSE						
A. Rent						
B. Utilities						
C. Other (Describe)	9,918.61			2,878.68		12,797.29
SUBTOTAL	9,918.61	-	-	2,878.68	-	12,797.29
4. OPERATING EXPENSES						
A. Office Supplies	951.00					951.00
B. Consumable Supplies	712.50				50.00	762.50
C. Telephone	2,580.00			30.00		2,610.00
D. Postage & Copying				600.00		600.00
E. Equipment				87.00		87.00
F. Other:	14.00			2,204.00	4,012.04	6,230.04
SUBTOTAL	4,257.50	-	-	2,921.00	4,062.04	11,240.54
5. MISCELLANEOUS						
A. Office Supplies						-
B. Consultant Fees				3,360.00		3,360.00
C. Audit	900.00					900.00
D. Other (Describe)				8,137.50	15,975.00	24,112.50
SUBTOTAL	900.00	-	-	11,497.50	15,975.00	28,372.50
6. INDIRECT COSTS						
A. Indirect Costs (Form 4.1)	16,820.63				8,918.85	25,739.48
B. Other (Describe)						
SUBTOTAL	16,820.63	-	-	-	8,918.85	25,739.48
7. COLUMN TOTAL FOR ALL COSTS						
	167,276.00	-	43,500.00	70,899.00	38,700.77	320,375.77
8. TOTAL NON-FEDERAL						
			43,500.00			43,500.00
9. PROFIT FACTOR						

* Provide source of Non-Federal Cash match or description of In-Kind Match:

Volunteer Hours

** Indirect costs must be reported by agencies that provide more than one program, service, or activity.

Form 4.1 must be completed, describing specific indirect costs and the plan for allocating those costs.

4.1 Indirect Cost Allocation Plan

Name of Agency Serving Older Adults of Southeast WI

If your agency provides only one kind of program, service or activity, and all costs are directly related to providing this program, service or activity, even if only partially allocated to the proposed Department on Aging program or service, you are not required to complete the Indirect Cost Allocation Plan.

Description of Item Costs	Total Agency Cost For Program	Department of Aging Program Costs For Program	Indirect Cost Rate (Max of 10%)
1. General Administration			
A. Salaries of Executive Officers	20,254.00	15254.59	
B. Expenses of Executive Officers			
C. Personnel Administration	23,926.79	18020.81	
D. Accounting	58,642.78	44167.65	
E. Other: IT Services	835.82	629.51	
F. Other: Payroll Services	509.40	383.66	
G. Other: General Office Costs	1,180.00	888.73	
2. Buildings and Equipments			
A. Depreciation			
B. Use			
C. Operation			
D. Maintaining Facilities			
E. Other (Describe) _____			
F. Other (Describe) _____			
3. Communication Costs			
A. Advertising Costs	10,000.00	7531.64	
B. General Communication Costs (Telephone, postage, etc.)	695.00	523.45	
C. Other (Describe) _____			
D. Other (Describe) _____			
E. Other (Describe) _____			
4. Other Indirect Costs			
A. Other (Describe) <u>Insurance</u>	997.97	751.64	
B. Other (Describe) <u>Meeting Expenses</u>	975.00	734.34	
C. Other (Describe) <u>Travel</u>	345.00	259.84	
D. Other (Describe) <u>Licenses & Fees</u>	187.00	140.84	
TOTAL ALL INDIRECT COSTS Must total 10% or less of MCDA award	118,548.76	89,286.70	

Total Department on Aging Program Costs should be included on Line 6A of the 4.0 Budget Summary.

For allowability of certain selected items of cost, refer to Office of Management and Budget Circular A-122

