

**AMENDMENT #1  
TO DELEGATE AGENCY CONTRACT  
WITH  
ALAMO AREA RESOURCE CENTER**

This amendment (hereinafter referred to as "Amendment") of the Alamo Area Resource Center FY 2015 Delegate Agency Contract is entered into by and between the City of San Antonio, a Texas Municipal Corporation, (hereinafter referred to as "City") acting by and through its designated representative, the Director of the Department of Human Services, pursuant to Ordinance No. \_\_\_\_\_ passed and approved on March 12, 2015 and Alamo Area Resource Center (hereinafter referred to as "Contractor").

WHEREAS, the City presently contracts with Contractor for multiple Projects through the Delegate Agency Contract (hereinafter referred to as "Contract") that was executed on November 6, 2014 pursuant to Ordinance No. 2014-09-18-0690; and

WHEREAS, the U.S. Department of Housing and Urban Development has authorized the City's use of Housing Opportunities for Persons with AIDS (HOPWA) grant funds that were previously unused by the Contractor; and

WHEREAS, it is in the best interest of the parties and the direct service recipients that an amendment to the Contract now be executed so that additional funding may be allocated to the projects carried out by Contractor; NOW THEREFORE:

City and Contractor agree to amend the Contract as follows:

1. The documents attached hereto and incorporated herein as Exhibits I and II reflect agreed upon revisions to Attachments A – I and B – I, the Scopes of Work and SA2020 Scorecards for the Housing Works (Project A) and the Transportation Program (Project B) Projects, respectively. The revisions supersede prior conflicting or inconsistent agreements with regard to the referenced Scopes of Work and SA2020 Scorecards, and all references in the Contract to these shall mean the Scopes of Work and SA2020 Scorecards as revised by this Amendment.
  
2. The documents attached hereto and incorporated herein as Exhibits III and IV reflect agreed upon revisions to Attachments A – II and B – II, the Budgets for the Housing Works (Project A) and the Transportation Program (Project B) Projects, respectively. The revisions supersede prior conflicting or inconsistent agreements with regard to the referenced Budgets, and all references in the Contract to these shall mean the Budgets as revised by this Amendment.

3. Section 3.1 of the Contract is amended as follows:

3.1 In consideration, the City will reimburse Contractor for costs incurred for each of the Projects listed above in accordance with the budget approved for each Project by the City Council of San Antonio in the above referenced Ordinance, and all subsequently authorized amendments to respective budgets. Said **Budgets** are affixed hereto and incorporated herein for all purposes as Attachment A – II for Project A and Attachment B – II for Project B. It is specifically agreed that reimbursement hereunder shall not exceed the combined total amount of \$364,248.00, broken down as follows:

Housing Works (Project A):

|                     |   |
|---------------------|---|
| \$120,222.00        | Housing Opportunities for Persons with Aids (HOPWA) – PY 2014 |
| <u>\$ 53,000.00</u> | HOPWA – PY 1999- 2013   |
| \$173,222.00        | Total   |

Transportation Program (Project B):

|                     |                       |
|---------------------|-----------------------|
| \$174,151.00        | HOPWA – PY 2014       |
| <u>\$ 16,875.00</u> | HOPWA – PY 1999- 2013 |
| \$191,026.00        | Total                 |

4. Section 3.2 of the Contract is amended as follows:

3.2 The funding level of this Contract is based on an allocation from the following funding sources:

\$364,248.00 Housing Opportunities for Persons with Aids (HOPWA) CFDA # 14.241

Consequently, Contractor agrees to comply with the **Funding Guide**, affixed hereto and incorporated herein for all purposes as Attachment III.

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5. All other terms, conditions, covenants and provisions of the Agreement are hereby continued and shall remain in effect in their original form, except for the provisions modified by this Amendment.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CITY OF SAN ANTONIO:**

**CONTRACTOR:**

Alamo Area Resource Center

\_\_\_\_\_  
Melody Woosley, Director  
Department of Human Services

\_\_\_\_\_  
Howard Rogers  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

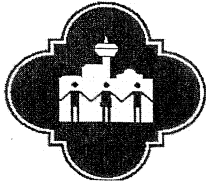
APPROVED AS TO FORM:

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

**ATTACHMENTS**

- Exhibit I – Scope of Work and SA2020 Scorecard Revision for Project A (Housing Works)
- Exhibit II – Scope of Work and SA2020 Scorecard Revision for Project B (Transportation Program)
- Exhibit III – Budget Revision for Project A (Housing Works)
- Exhibit IV – Budget Revision for Project B (Transportation Program)





**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES**

**SCOPE OF WORK**

**Alamo Area Resource Center  
Housing Works- HOPWA  
FY 2015-2016**

**PROGRAM OBJECTIVE:**

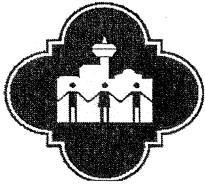
The Alamo Area Resource Center (AARC) proposes to provide Targeted Outreach and Housing Case Management to Persons Living with HIV/AIDS, local non-profit and for profit housing entities, landlords, owners, and managers of leased housing in order to educate and enroll them in GSAHWP, identifying affordable housing and providing placement for individuals and families living with HIV/AIDS.

**SERVICE PLAN:**

The preliminary goal of the project will be to identify and enroll HIV+ individuals into the project to enable the individual client to utilize the GSAHWP computer database to locate safe and affordable housing. The client completes a brief housing assessment with the Housing Specialist and provides all eligibility documents either in hard copy or via the Aids Regional Information & Evaluating System (ARIES) Client Database. Care Plan Tasks are established with the client to setup milestones for finding properties, i.e., referrals to housing providers, completing lease agreements, etc. Each client is unique and there is not cookie cutter plan on timeline for each client. The time to find safe and affordable housing depends on the individual client circumstances and they required needs. Also taken into consideration of the timeline is the amount of unique barriers a client faces. Many clients have poor rental histories, poor credit histories, criminal histories, cannot afford application fees, or deposits. Many of the landlords that AARC works with waive some of these requirements depending on the circumstances.

The subsequent goal will be to identify eligible landlords, owners and managers of leased property and enroll them in the Project, creating the largest database in Texas specifically designed to connect the disenfranchised with appropriate housing to match specific needs. The original model for GSAHWP was Boston's "Housing Works Project," which provides a proven successful model for replication in South Texas. AARC's primary goal for GSAHWP has been to identify affordable housing and place individuals and families living with HIV/AIDS to improve their overall quality of life. The Housing Specialist uses various tools and outreach to locate the housing resources, some online tools are craigslist, yahoo searches, mysanantonio.com. He also does street outreach to locate individual landlords for houses, duplexes, townhomes, etc.

The Greater San Antonio Housing Works Project (GSAHWP) will add an additional component of life, financial, educational, and employment skills acquisition designed to enhance the probability of housing stability for homeless persons with HIV/AIDS. Successful completion of the skills acquisition component will result in linkage and enrollment in AARC's Supportive Housing Program, Tenant Based Rental Assistance (TBRA) Program.



**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES**

AARC will continue to employ its Housing Case Manager to maintain oversight of the project; the program Case Manager who provides intake, housing needs assessment, care plan and placement; and one Housing Specialist to perform outreach and recruitment. The staff has been trained in all aspects of local housing markets (including identifying appropriate for-profit and non-profit providers), connecting eligible clients and providers while disseminating information.

Utilizing many pre-existing relationships well established within the target communities, the housing specialist will provide outreach and education for Persons Living with HIV/AIDS via educational seminars, individual presentations and enroll clients and housing providers in the Project. The housing specialist will provide this outreach to areas where the target population congregate, including neighborhoods where they reside, businesses frequented, community events attended and social service agencies accessed including AIDS service organizations.

**TARGETED POPULATION:**  
**HIV+/AIDS individuals and their families**

**NUMBER OF PARTICIPANTS/ CLIENTS SERVED: 685**

|                |                                      |
|----------------|--------------------------------------|
| Agency Name:   | Alamo Area Resource Center           |
| Program Name:  | Housing Works HOPWA                  |
| Amount:        | \$173,222.00 HOPWA                   |
| Contract Term: | October 1, 2014 – September 30, 2015 |

**Select SA2020 Category (Select One)**

1. Education
  2. Family Well-Being
  3. Community Safety

**Select SA2020 and Other Indicators (Select Minimum of One)**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Kindergarten Readiness        | <input type="checkbox"/> 8. Seniors Healthy and Living Independently                  |
| <input type="checkbox"/> 2. 3 <sup>rd</sup> Grade Reading | <input checked="" type="checkbox"/> 9. Reduction with Homeless/Stability of Residence |
| <input type="checkbox"/> 3. College Readiness             | <input type="checkbox"/> 10. Teen Pregnancy Reduction                                 |
| <input type="checkbox"/> 4. College Enrollment            | <input type="checkbox"/> 11. Youth Crime Recidivism Prevention                        |
| <input type="checkbox"/> 5. High School Graduation Rate   | <input type="checkbox"/> 12. Domestic Violence Reduction                              |
| <input type="checkbox"/> 6. Adult Educational Attainment  | <input type="checkbox"/> 13. Child Abuse Reduction                                    |
| <input type="checkbox"/> 7. Transition out of Poverty     | <input type="checkbox"/> 14. Increased Income   |

**Outcomes/Results Measures (Goals of the Program-at least one measure must tie into SA2020)**

- 90% of Identified housing are suitable, affordable and safe for individuals and families living with HIV/AIDS, increasing housing stability to placed participants of at least one year.
- Reduce risk of homelessness by 50% by providing housing placement and housing stability to program participants who are living with HIV/AIDS.
- Improve medical adherence by 75% (at least attend 2 medical appointments within the contract year) and their overall well being by providing housing stability.

Additional:

75% of the 75 participants will have at least 2 medical visits and decreased Viral Load.

**Outputs**

- Unduplicated Clients  
685 Unduplicated participants served
- 110 Participants moved to permanent housing
- 685 Unduplicated participants served will be enter in the ARIES and HMIS databased.

Additional:

310 participants referred to affordable housing (under FMR)

### Data Source and Reporting

1. AIDS Regional Information and Evaluation Systems (ARIES) – in house data base mandated by Texas Department of State Health Services for HIV Services.
2. Homeless Management Information System (HMIS)
3. Case Management Charts/Records




### Quality Standards

1. Staff quality – demonstrates the basic knowledge, skills, and strategies to support and promote the housing program.
2. Program has sufficient and appropriate materials, equipment and supplies available.
3. Program offers opportunities to access safe, affordable housing.

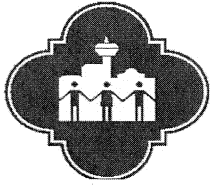
### Explanatory Notes

**\*\*Note: SA2020 Data & Reports ([http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report\\_FINAL.pdf](http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report_FINAL.pdf))**

### Reviewed by and approved:

|   |         |
|---|---------|
| Management Analyst  | Date    |
|  | 2/18/15 |
| Senior Management Analyst   | Date    |
|  | 2-18-15 |
| Contract Administrator  | Date    |
|  | 2/18/15 |





**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES**

**SCOPE OF WORK**

**Alamo Area Resource Center  
Transportation- HOPWA  
FY 2015-2016**

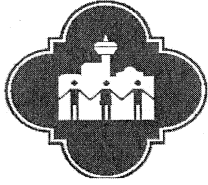
**PROGRAM OBJECTIVE:**

The Alamo Area Resource Center (AARC) proposes to maintain its primary transportation program specifically designed for Persons Living with HIV/AIDS, which has been in continuous operation since 1996. AARC's HIV/AIDS specific transportation program is the only one of its kind specifically for HIV/AIDS in the United States and is considered a model nationwide, with presentations on the project given at the National AIDS Housing Conference in Seattle and Washington, D.C. AARC currently provides transportation throughout the city of San Antonio, Bexar County, Comal County, Guadalupe County and Wilson County, hereafter referred to as the Eligible Metropolitan Area (EMA).

**SERVICE PLAN:**

AARC's target population will continue to be those men, women and children living with HIV/AIDS requiring transportation to receive primary medical care and social services. As over 93% of the HIV/AIDS community now lives at or below the Federal Poverty Level Guidelines, the need for transportation to extend the lives of individuals with HIV via access to early intervention medical care, primary medical care and ongoing treatment is acute. AARC's co-location with the Family Focused AIDS Treatment Clinical Services (FFACTS) program provides access to and referral from the largest immunology clinic in South Texas treating individuals and families with HIV/AIDS. The AARC transportation program also provides social service appointment transportation for clients, with primary medical appointments receiving priority. The social service appointments include the Food Stamp Office, Social Security Office, Case Management, Housing appointments, etc. The van schedules appointments on a first come first serve basis with medical transportation taking priority. The clients are picked up at their home and transported to their appointment. They then call to receive the return pickup. In addition to the van transportation, AARC also provides full fare passes, half fare passes, bus tokens and taxi cab rides for off hours.

AARC proposes to continue to utilize its current fleet of 2 vans and one sedan, continue the employment of a transportation coordinator and the agency's three drivers positions to serve its dramatically increasing community client base of 1,463 individuals\* (\*served in 2014) with HIV/AIDS. Many pre-existing relationships well established within the target communities with AARC's transportation coordinator will provide outreach and education to the target populations via educational workshops, individual presentations, enrolling clients and increasing client usage of the transportation program. AARC currently provides transportation to over 21 primary care medical facilities and 32 social service agencies (community based agencies, state and federally funded assistance programs included).



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DEPARTMENT OF HUMAN SERVICES**

The Alamo Area Resource Center has successfully managed its appointment van transportation program and has developed what is to date the most comprehensive HIV/AIDS specific transportation program in the U.S. AARC has also maintained a transitional housing program for two years. AARC has served hundreds of families living with HIV/AIDS with this program with no interruption in services for eight years at one of the lowest cost rates for any program of its kind in the city of San Antonio. It remains a cornerstone of AIDS services and serves any individual living with HIV/AIDS in the EMA.

**TARGETED POPULATION: HIV+/AIDS individuals and their families**

**NUMBER OF PARTICIPANTS/ CLIENTS SERVED: 540**

|                |                                      |
|----------------|--------------------------------------|
| Agency Name:   | Alamo Area Resource Center           |
| Program Name:  | Transportation HOPWA                 |
| Amount:        | \$191,026.00 HOPWA                   |
| Contract Term: | October 1, 2014 – September 30, 2015 |

**Select SA2020 Category (Select One)**

1. Education
  2. Family Well-Being
  3. Community Safety

**Select SA2020 and Other Indicators (Select Minimum of One)**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Kindergarten Readiness        | <input type="checkbox"/> 8. Seniors Healthy and Living Independently                  |
| <input type="checkbox"/> 2. 3 <sup>rd</sup> Grade Reading | <input checked="" type="checkbox"/> 9. Reduction with Homeless/Stability of Residence |
| <input type="checkbox"/> 3. College Readiness             | <input type="checkbox"/> 10. Teen Pregnancy Reduction                                 |
| <input type="checkbox"/> 4. College Enrollment            | <input type="checkbox"/> 11. Youth Crime Recidivism Prevention                        |
| <input type="checkbox"/> 5. High School Graduation Rate   | <input type="checkbox"/> 12. Domestic Violence Reduction                              |
| <input type="checkbox"/> 6. Adult Educational Attainment  | <input type="checkbox"/> 13. Child Abuse Reduction                                    |
| <input type="checkbox"/> 7. Transition out of Poverty     | <input type="checkbox"/> 14. Increased Income   |

**Outcomes/Results Measures (Goals of the Program-at least one measure must tie into SA2020)**

- 90% of Identified housing are suitable, affordable and safe for individuals and families living with HIV/AIDS, increasing housing stability to placed participants of at least one year.
- Reduce risk of homelessness by 50% by providing housing placement and housing stability to program participants who are living with HIV/AIDS.
- Improve medical adherence by 75% (at least attend 2 medical appointments within the contract year) and their overall well being by providing housing stability.

Additional:

75% of the 75 participants will have at least 2 medical visits and decreased Viral Load.

**Outputs**

- Unduplicated Clients  
540 Unduplicated participants served
- 110 Participants moved to permanent housing
- 540 Unduplicated participants served will be enter in the ARIES and HMIS databased.

Additional:

### Data Source and Reporting

1. AIDS Regional Information and Evaluation Systems (ARIES) – in house data base mandated by Texas Department of State Health Services for HIV Services.
2. Homeless Management Information System (HMIS)
3. Case Management Charts/Records

### Quality Standards

1. Staff quality – demonstrates the basic knowledge, skills, and strategies to support and promote the housing program.
2. Program has sufficient and appropriate materials, equipment and supplies available.
3. Program offers opportunities to access safe, affordable housing.

### Explanatory Notes

**\*\*Note: SA2020 Data & Reports ([http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report\\_FINAL.pdf](http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report_FINAL.pdf))**

#### Reviewed by and approved:

|                           |      |
|---------------------------|------|
| Management Analyst        | Date |
| Senior Management Analyst | Date |
| Contract Administrator    | Date |

# Exhibit- III

## PROGRAM BUDGET REVISION

Agency Name: Alamo Area Resource Center  
 Program Title: Hopwa Housing Works

Budget Version #: Revision 1  
 Contract Program  
 Budget: \$ 173,222

| COSA GL              | GL DESCRIPTION  | APPROVED BUDGET | INCREASE OR (DECREASE) | REVISED BUDGET | ADJUSTMENT % |
|----------------------|---|-----------------|------------------------|----------------|--------------|
| 5101010              | TOTAL SALARIES  | 88,114.00       | 0.00                   | 88,114.00      | 0.00%        |
| 5103005              | FICA (7.65% or less of Total Salaries)                    | 5,559.26        |                        | 5,559.26       | 0.00%        |
| 5103005-Admin        | FICA (Admin) (7.65% or less of Total Salaries)            | 1,181.47        |                        | 1,181.47       | 0.00%        |
| 5105010              | Retirement (Program)                                      |                 |                        | 0.00           | 0.00%        |
| 5105010-Admin        | Retirement (Admin)  |                 |                        | 0.00           | 0.00%        |
| 5104030              | Health Insurance (Program)                                | 8,620.00        |                        | 8,620.00       | 0.00%        |
| 5104030-Admin        | Health Insurance (Admin)                                  | 1,680.00        |                        | 1,680.00       | 0.00%        |
| 5103010              | Life Insurance (Program)                                  | 726.70          |                        | 726.70         | 0.00%        |
| 5103010-Admin        | Life Insurance (Admin)                                    | 154.44          |                        | 154.44         | 0.00%        |
| 5402520              | Worker's Compensation (Program)                           | 726.70          |                        | 726.70         | 0.00%        |
| 5402520-Admin        | Worker's Compensation (Admin)                             | 154.44          |                        | 154.44         | 0.00%        |
| 5402550              | Unemployment Insurance (Program)                          | 723.60          |                        | 723.60         | 0.00%        |
| 5402550-Admin        | Unemployment Insurance (Admin)                            | 72.00           |                        | 72.00          | 0.00%        |
| 5205010              | Mail and Parcel Post Service                              |                 |                        | 0.00           | 0.00%        |
| 5206010              | Rental of Facilities                                      | 5,050.00        |                        | 5,050.00       | 0.00%        |
| 5205020              | Rental of Office Equipment                                | 988.00          |                        | 988.00         | 0.00%        |
| 5205030              | Equipment Leasing   |                 |                        | 0.00           | 0.00%        |
| 5207010              | Travel Official   |                 |                        | 0.00           | 0.00%        |
| 5201025              | Education   |                 |                        | 0.00           | 0.00%        |
| 5203090              | Transportation Fees                                       |                 |                        | 0.00           | 0.00%        |
| 5205050              | Freight and Storage                                       |                 |                        | 0.00           | 0.00%        |
| 5204010              | Linen and Laundry Service                                 |                 |                        | 0.00           | 0.00%        |
| 5204050              | Maintenance and Repair - Buildings and Improvements       |                 |                        | 0.00           | 0.00%        |
| 5204080              | Maintenance and Repair - Machinery and Equipment          |                 |                        | 0.00           | 0.00%        |
| 5208530              | Alarm and Security Services                               |                 |                        | 0.00           | 0.00%        |
| 5201040              | Fees to Professional Contractors                          | 1,500.00        |                        | 1,500.00       | 0.00%        |
| 5203040              | Advertising and Publication                               |                 |                        | 0.00           | 0.00%        |
| 5203050              | Membership Dues and Licenses                              | 750.00          |                        | 750.00         | 0.00%        |
| 5203060              | Binding, Printing and Reproduction                        | 300.00          |                        | 300.00         | 0.00%        |
| 5203070              | Subscriptions to Publications                             |                 |                        | 0.00           | 0.00%        |
| 5302010              | Office Supplies   | 1,200.00        |                        | 1,200.00       | 0.00%        |
| 5303010              | Janitorial Supplies                                       | 221.39          |                        | 221.39         | 0.00%        |
| 5304005              | Clothing and Linen Supplies                               |                 |                        | 0.00           | 0.00%        |
| 5304025              | Motor Fuel and Lubricants                                 |                 |                        | 0.00           | 0.00%        |
| 5304040              | Chemicals, Medical and Drugs                              |                 |                        | 0.00           | 0.00%        |
| 5304045              | Photographic Supplies                                     |                 |                        | 0.00           | 0.00%        |
| 5304050              | Tools, Apparatus and Accessories (under \$100 each)       |                 |                        | 0.00           | 0.00%        |
| 5304070              | Recreation Supplies                                       |                 |                        | 0.00           | 0.00%        |
| 5301010              | Maintenance/Repair Materials (Buildings and Improvements) |                 |                        | 0.00           | 0.00%        |
| 5301030              | Maintenance/Repair Materials (Machinery and Equipment)    |                 |                        | 0.00           | 0.00%        |
| 5304075              | Computer Software   |                 |                        | 0.00           | 0.00%        |
| 5304080              | Other Commodities   |                 |                        | 0.00           | 0.00%        |
| 5403010              | Telephone and Fax   |                 | 736.00                 | 736.00         | 0.00%        |
| 5404530              | Gas and Electricity                                       |                 |                        | 0.00           | 0.00%        |
| 5404540              | Water   |                 |                        | 0.00           | 0.00%        |
| 5405030              | Liability, Hazard, Fidelity Insurance                     | 2,500.00        |                        | 2,500.00       | 0.00%        |
| 5407020              | Direct Assistance Payments To Participants                |                 | 52,264.00              | 52,264.00      | 0.00%        |
| 5501000              | Computer Equipment <\$5,000                               |                 |                        | 0.00           | 0.00%        |
| 5501055              | Machinery and Equipment - Other <\$5000                   |                 |                        | 0.00           | 0.00%        |
| 5501065              | Furniture and Fixtures <\$5,000                           |                 |                        | 0.00           | 0.00%        |
| Total Program Budget |   | 120,222.00      | 53,000.00              | 173,222.00     | 44%          |

















**PROGRAM BUDGET REVISION**

Agency Name: Alamo Area Resource Center

Budget Version #: Revision 1

Program Title: Hopwa Housing Works

Contract Program

Budget: \$ 173,222

| Budget Category             | APPROVED BUDGET   | INCREASE OR (DECREASE) | REVISED BUDGET    | ADJUSTMENT % |
|-----------------------------|-------------------|------------------------|-------------------|--------------|
| Personnel                   | 107,712.61        | 0.00                   | 107,712.61        | 0%           |
| Contractual Services        | 8,588.00          | 0.00                   | 8,588.00          | 0%           |
| Commodities                 | 1,421.39          | 0.00                   | 1,421.39          | 0%           |
| Fixed Charges               | 2,500.00          | 53,000.00              | 55,500.00         | 2120%        |
| Capital Outlay              | 0.00              | 0.00                   | 0.00              | 0%           |
| <b>Total Program Budget</b> | <b>120,222.00</b> | <b>53,000.00</b>       | <b>173,222.00</b> | <b>44%</b>   |
|                             |                   |                        | ADMIN%            | 10.79%       |

**Justification**

**JUSTIFICATION:**

5103010 Failed to provide funds for Telephone and Internet Services in the origin budget

5407020 Tenant Based Rental Assistance will compliment the Housing Placement services provided under Housing Works.

Approved

*Lupe Montalvo* Finance Manager 2/7/15  
 Contractor's Signature Date

**COSA USE ONLY**

Approved

*Lewis Anderson* 2/17/15  
 Program Monitor's Signature Date

Approved

*[Signature]* FEB 19 2015  
 Fiscal Monitor's Signature Date

Approved

*[Signature]* 2/19/15  
 Additional Fiscal Approver's Signature Date



PROGRAM BUDGET REVISION

Exhibit - IV

Agency Name: Alamo Area Resource Center  
 Program Title: Hopwa Transportation

Budget Version #: Revision 1  
 Contract Program  
 Budget: \$ 191,026

| COSA GL          | GL DESCRIPTION  | APPROVED BUDGET | INCREASE OR (DECREASE) | REVISED BUDGET | ADJUSTMENT % |
|------------------|---|-----------------|------------------------|----------------|--------------|
| 5101010          | TOTAL SALARIES  | 94,549.00       | 0.00                   | 94,549.00      | 0.00%        |
| 5103005          | FICA (7.65% or less of Total Salaries)                    | 5,529.42        |                        | 5,529.42       | 0.00%        |
| 5103005-Admin    | FICA (Admin) (7.65% or less of Total Salaries)            | 1,703.58        |                        | 1,703.58       | 0.00%        |
| 5105010          | Retirement (Program)                                      |                 |                        | 0.00           | 0.00%        |
| 5105010-Admin    | Retirement (Admin)  |                 |                        | 0.00           | 0.00%        |
| 5104030          | Health Insurance (Program)                                | 13,342.00       |                        | 13,342.00      | 0.00%        |
| 5104030-Admin    | Health Insurance (Admin)                                  | 2,394.00        |                        | 2,394.00       | 0.00%        |
| 5103010          | Life Insurance (Program)                                  | 722.80          |                        | 722.80         | 0.00%        |
| 5103010-Admin    | Life Insurance (Admin)                                    | 222.69          |                        | 222.69         | 0.00%        |
| 5402520          | Worker's Compensation (Program)                           | 722.80          |                        | 722.80         | 0.00%        |
| 5402520-Admin    | Worker's Compensation (Admin)                             | 222.69          |                        | 222.69         | 0.00%        |
| 5402550          | Unemployment Insurance (Program)                          | 904.50          |                        | 904.50         | 0.00%        |
| 5402550-Admin    | Unemployment Insurance (Admin)                            | 126.63          |                        | 126.63         | 0.00%        |
| 5205010          | Mail and Parcel Post Service                              |                 | 200.00                 | 200.00         | 0.00%        |
| 5206010          | Rental of Facilities                                      | 8,000.00        |                        | 8,000.00       | 0.00%        |
| 5205020          | Rental of Office Equipment                                | 1,368.00        | 1,000.00               | 2,368.00       | 73.10%       |
| 5205030          | Equipment Leasing   |                 |                        | 0.00           | 0.00%        |
| 5207010          | Travel Official   |                 |                        | 0.00           | 0.00%        |
| 5201025          | Education   |                 |                        | 0.00           | 0.00%        |
| 5203090          | Transportation Fees                                       |                 |                        | 0.00           | 0.00%        |
| 5205050          | Freight and Storage                                       |                 | 1,050.00               | 1,050.00       | 0.00%        |
| 5204010          | Linen and Laundry Service                                 |                 |                        | 0.00           | 0.00%        |
| 5204050          | Maintenance and Repair - Buildings and Improvements       |                 |                        | 0.00           | 0.00%        |
| 5204080          | Maintenance and Repair - Machinery and Equipment          | 15,000.00       | 1,500.00               | 16,500.00      | 10.00%       |
| 5208530          | Alarm and Security Services                               |                 | 600.00                 | 600.00         | 0.00%        |
| 5201040          | Fees to Professional Contractors                          |                 |                        | 0.00           | 0.00%        |
| 5203040          | Advertising and Publication                               |                 |                        | 0.00           | 0.00%        |
| 5203050          | Membership Dues and Licenses                              | 450.00          |                        | 450.00         | 0.00%        |
| 5203060          | Binding, Printing and Reproduction                        | 300.00          | 500.00                 | 800.00         | 166.67%      |
| 5203070          | Subscriptions to Publications                             | 1,500.00        | (1,500.00)             | 0.00           | -100.00%     |
| 5302010          | Office Supplies   | 300.00          | 2,000.00               | 2,300.00       | 666.67%      |
| 5303010          | Janitorial Supplies                                       |                 | 1,000.00               | 1,000.00       | 0.00%        |
| 5304005          | Clothing and Linen Supplies                               |                 | 1,225.00               | 1,225.00       | 0.00%        |
| 5304025          | Motor Fuel and Lubricants                                 | 15,694.00       |                        | 15,694.00      | 0.00%        |
| 5304040          | Chemicals, Medical and Drugs                              |                 |                        | 0.00           | 0.00%        |
| 5304045          | Photographic Supplies                                     |                 |                        | 0.00           | 0.00%        |
| 5304050          | Tools, Apparatus and Accessories (under \$100 each)       |                 |                        | 0.00           | 0.00%        |
| 5304070          | Recreation Supplies                                       |                 |                        | 0.00           | 0.00%        |
| 5301010          | Maintenance/Repair Materials (Buildings and Improvements) |                 |                        | 0.00           | 0.00%        |
| 5301030          | Maintenance/Repair Materials (Machinery and Equipment)    |                 |                        | 0.00           | 0.00%        |
| 5304075          | Computer Software   |                 |                        | 0.00           | 0.00%        |
| 5304080          | Other Commodities   |                 |                        | 0.00           | 0.00%        |
| 5403010          | Telephone and Fax   |                 | 2,400.00               | 2,400.00       | 0.00%        |
| 5404530          | Gas and Electricity                                       | 1,498.89        |                        | 1,498.89       | 0.00%        |
| 5404540          | Water   |                 |                        | 0.00           | 0.00%        |
| 5405030          | Liability, Hazard, Fidelity Insurance                     | 9,000.00        | 3,000.00               | 12,000.00      | 33.33%       |
| 5407020          | Direct Assistance Payments To Participants                | 600.00          | 2,400.00               | 3,000.00       | 400.00%      |
| 5501000          | Computer Equipment <\$5,000                               |                 | 1,500.00               | 1,500.00       | 0.00%        |
| 5501055          | Machinery and Equipment - Other <\$5000                   |                 |                        | 0.00           | 0.00%        |
| 5501065          | Furniture and Fixtures <\$5,000                           |                 |                        | 0.00           | 0.00%        |
| Total Program Bu |   | 174,151.00      | 16,875.00              | 191,026.00     | 10%          |

**PROGRAM BUDGET REVISION**

Agency Name: Alamo Area Resource Center

Budget Version #: Revision 1

Program Title: Hopwa Transportation

Contract Program

Budget: \$ 191,026

| Budget Category             | APPROVED BUDGET   | INCREASE OR (DECREASE) | REVISED BUDGET    | ADJUSTMENT % |
|-----------------------------|-------------------|------------------------|-------------------|--------------|
| Personnel                   | 120,440.11        | 0.00                   | 120,440.11        | 0%           |
| Contractual Services        | 26,618.00         | 3,350.00               | 29,968.00         | 13%          |
| Commodities                 | 15,994.00         | 4,225.00               | 20,219.00         | 26%          |
| Fixed Charges               | 11,098.89         | 7,800.00               | 18,898.89         | 70%          |
| Capital Outlay              | 0.00              | 1,500.00               | 1,500.00          | 0%           |
| <b>Total Program Budget</b> | <b>174,151.00</b> | <b>16,875.00</b>       | <b>191,026.00</b> | <b>10%</b>   |
|                             |                   |                        | ADMIN%            | 14.10%       |

**Justification**

**JUSTIFICATION:**

- 5205010 Postage is utilized when consumers are notified by mail to update eligibility documents

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- 5205050 After relocating offices a storage area was necessary to store financial and client related information

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- 5203060 Transportation Booklets are in the works for consumer information.

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- 5302010 Increase expense of office supplies

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- 5103010 Failed to provide funds for Telephone and Internet service in the original budget

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- 5405030 Liability Insurance will increase at renewal in March 2015

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- 5407020 Direct Assistance will enhance by providing Tokens/or Taxi for medical appointments after hours.

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- 5501000 The computer will be utilized by Transportation to enter services into ARIES and HMIS.

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- 5205020 Rental office Equipment was due to increase of monthly fee's

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- 5204080 For the safety of our consumer's Van maintenance increase to ensure routine maintenance on a monthly bases.

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- 5208530 Security Services are provided by ADP during and after hours for the safety of our clients and staff.

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- 5203060 Pamphlets with Transportation information of rules and polices.

Approved *Luzie Montalvo* *3/02/2015*  
 Contractor's Signature Date

**COSA USE ONLY**

Approved \_\_\_\_\_  
 Program Monitor's Signature Date

Approved \_\_\_\_\_  
 Fiscal Monitor's Signature Date

Approved \_\_\_\_\_  
 Additional Fiscal Approver's Signature Date



Attachment

5303010 - Janitorial Supplies in relocating the agency to the current location from the Brady Clinic we are responsible for the sanitation of all offices and building.

5304005- The Transportation program provides door to door pick up, for security reasons uniforms for the drivers identifies the agency providing the services.

5203070- Decreased Subscriptions to Publication and increase van maintenance.

