

Texas Health and Human Services
 Uniform Rate Negotiation Workbook/Budget
 Federal Contract Period: **10-01-23 / 09-30-24**

Common Provider

1	Nutrition Providers Legal Business Name: <u>County of El Paso</u>
2	Street Address: <u>500 E. San Antonio Suite 301</u>
3	Mailing Address: <u>6314 Delta Dr</u>
4	City: <u>EL Paso</u>
5	Zip Code: <u>79905</u>
6	Phone Number: <u>915-775-2723</u>
7	E-mail Address: <u>Rosalhernandez@epcounty.com</u>
8	Contact Name: <u>Rosalva Hernandez</u>
9	Nutrition Providers website address: <u>www.epcounty.com/nutrition</u>

10	Did this Nutrition provider complete a rate setting workbook last year? <u>Yes</u>
11	If Yes, what was the provider name listed on the workbook? <u>County of El Paso</u>
12	Is the Provider a AAA Provider? <u>Yes</u>
13	If Yes, select the AAA Name: <u>Agency on Aging of the Rio Grande Area</u>
14	If Yes, contact name at AAA: <u>Lorena Estrada</u>
15	If Yes, is it a contract or subrecipient? <u>Subrecipient</u>
16	Is the Provider a HHS Contracted Community Services Provider? <u>Yes</u>
17	If Yes, Contract Manager name at HHS Contracted Community Services: <u>Veronica Solis</u>
18	If Yes, select the HHS Region Number: <u>Region 1/10</u>
19	If Yes, enter the HHS contract number: <u>173100</u>

Service Delivery Information

Home Delivered Meals

20	Does this Nutrition provider serve home delivered meals paid for by HHS or the AAA?	<u>Yes</u>
21	Does this Nutrition provider have an approved Home Delivered Nutrition Waiver for 2022?	<u>NA</u>
22	Is this Nutrition provider requesting a Home Delivered Nutrition Program Approval for 2023?	<u>NA</u>
23	Total number of home delivered meal routes for this provider:	<u>54</u>
24	Total number of meal preparation sites used by this provider:	<u>1</u>
25	Does the provider make home delivered meals available at least 5 days a week and 250 days a year?	<u>Yes</u>

Congregate Meals

25	Does this Nutrition provider serve congregate meals paid for by the AAA?	<u>Yes</u>
26	Does this Nutrition provider have an approved Congregate Nutrition Waiver for 2022?	<u>NA</u>
27	Is this Nutrition provider requesting a Congregate Nutrition Program Approval for 2023?	<u>NA</u>
28	Total number of meal preparation sites used by this provider:	<u>1</u>
29	Total number of meal sites used by this provider:	<u>17</u>
30	Does the provider make congregate meals available at least 5 days a week and 250 days a year?	<u>Yes</u>

Provider Total Budget by Service

Provider Name: County of El Paso
9/25/2023 8:23 AM

AAA Name: Agency on Aging of the Rio Grande Area
Region Number: Region 1/10

Cost Area	Total Agency Budget	Home Delivered Meal Program Personnel	Nutrition Education - AAA Clients	Nutrition Education - CGS Clients - NA	Congregate Meal Program	Other Meal Programs (non-HHS)	Agency Budget not Applicable to Programs	Participant Assessment	Transportation	If applicable replace with title of other agency program	If applicable replace with title of other agency program	If applicable replace with title of other agency program	Balance not budgeted
Salaries (Identified by Job Title)	Executive Director Program Manager-Senior Program Manager Operations Manager Program Coordinator Audit Accountant Data Entry Operator Accounting Specialist Nutrition Services Coordinator #1 Nutrition Services Coordinator #2 Nutrition Services Coordinator #3 Nutrition Services Coordinator #4 Nutrition Services Coordinator #5 Eligibility Officer, Intermediate #1 Eligibility Officer, Intermediate #2	144,490.06 99,819.00 90,404.06 97,370.26 68,029.52 62,382.84 33,142.46 47,054.80 34,850.66 31,233.80 47,985.58 31,233.80 53,478.36 46,530.64	5,017.72 27,731.60 62,789.44 3,381.39 47,249.37 5,632.58 23,018.83 26,373.31	1,604.35 1,396.92	2,053.89 11,351.32 25,701.47 1,384.10 19,340.49 2,306.57 9,422.25 10,795.33 47,054.80 34,850.66 31,233.80 47,985.56 31,233.80	611.55 844.97 1,913.17 105.62 1,439.66 1,711.62 701.36 803.58	136,806.90 59,891.11 92,499.15	54,273.07					
Payroll Taxes & Benefits (Employer Paid)	Federal Insurance Compensation Act (FICA) Texas Unemployment Compensation Act (TUCA) Federal Unemployment Tax Act (FUTA) Workers Compensation Health Insurance Retirement Life Insurance	71,773.40 3,585.21 4,409.61 118,452.00 159,214.99 210.00	22,586.07 1,121.92 1,387.64 45,234.19 55,771.35 86.42	229.52 11.40 14.10 592.26 566.75 0.84	21,159.61 1,051.07 1,300.00 50,241.86 52,249.03 90.42	730.47 36.28 44.88 1,155.18 1,803.75 2.38	27,067.73 1,344.54 1,662.99 21,228.51 48,824.11 29.94						
Contract staff (Identify by Position)	Total Payroll Taxes & Benefits (Employer Paid)	357,625.21	126,187.59	1,414.87	126,091.98	3,772.94	100,157.82						
Total Personnel	Total Contract Staff	1,283,583.29	421,430.29	4,415.14	400,785.06	13,324.78	443,628.05						
Conference (List Conference & Attendees)	Professional Development												
Dues (List Organization Name)	Total Conferences												
Meals on Wheels Texas Membership Dues Meals on Wheels of America Membership Dues	Meals on Wheels Texas Membership Dues Meals on Wheels of America Membership Dues	1,875.00 1,200.00	1,302.27 833.45		533.05 341.15	39.68 25.40							
Materials (List Items)	Total Dues	3,075.00	2,135.72		874.20	65.08							
Total Professional Development	Total Materials	3,075.00	2,135.72		874.20	65.08							

Provider Total Budget by Service

Provider Name: County of El Paso
9/25/2023 8:23 AM

AAA Name: Agency on Aging of the Rio Grande Area
Region Number: Region 1/10

Cost Area	Total Agency Budget	Home Delivered Meal Program	Nutrition Education - AAA Clients	Nutrition - CCS-Client-NA	Congregate Meal Program	Other Meal Programs (non-HHS)	Agency Budget not Applicable to Programs	Participant Assessment	Transportation	If applicable replace with title of other agency program	If applicable replace with title of other agency program	If applicable replace with title of other agency program	Balance not budgeted
Raw Food													
Purchased Meals													
Hot Prepared Meals Purchased from a Supplier or Central Kitchen	1,622,213.91	710,216.65			890,324.52	21,672.74							
Frozen Meals	1,001,724.54	972,168.25				29,556.29							
Chilled Meals	731,889.39	710,216.65				21,572.74							
Shelf Stable Meals													
Total Purchased Meals	3,355,827.84	2,392,601.55			890,324.52	72,901.77							
Freight													
Total Freight													
Storage Cost (Food or Supply)													
Total Storage Cost													
Consumables (Identify by Type)													
Non-Capital Equipment (less than \$5,000 per item)													
Paper/plastic goods (napkins, plates, utensils, etc)													
Meal Delivery Consumable Supplies													
Pots/Pans/Cooking Utensils													
Total Consumables													
Other (Identify individually all items over \$100.)													
Total Other													
Total Meals/Food	3,355,827.84	2,392,601.55			890,324.52	72,901.77							

Provider Total Budget by Service

Provider Name: County of El Paso
9/26/2023 8:23 AM

AAA Name: Agency on Aging of the Rio Grande Area
Region Number: Region 1/10

Cost Area	Total Agency Budget	Home Delivered Meal Program	Nutrition Education - AAA Clients	Mentor-Education- CCS-Client- MA	Congregate Meal Program	Other Meal Programs (non-HHS)	Agency Budget not Applicable to Programs	Participant Assessment	Transportation	If applicable replace with title of other agency program	If applicable replace with title of other agency program	If applicable replace with title of other agency program	Balance not budgeted
Depreciation (Identify Item, year purchased, cost)													
	Total Depreciation												
Interest (Identify Item, year purchased, cost)													
	Total Interest												
Leasing (Identify Item, year leased)													
	Total Leasing												
Maintenance (Identify Item, year purchased, cost)													
	Total Maintenance												
Total Equipment													
Rent		Occupancy/Building											
	Total Rent												
Utilities													
	Utilities	10,525.71				56.39	10,469.32						
	Total Utilities	10,525.71				56.39	10,469.32						
Depreciation (Identify Item, year purchased, cost)													
	Total Depreciation												
Mortgage Interest													
	Total Mortgage Interest												
Insurance (Identify Type of Insurance)													
	Total Insurance												
Security													
	Total Security												
Janitorial													
	Janitorial Supplies	676.00			676.00								
	Total Security	676.00			676.00								
Repair (Identify all items over \$100.)													
	Admin Facility	1,766.26	1,226.74		502.14	37.37							
	Canullo & Fabens	10,430.00			10,430.00								
	Total Repair	12,196.26	1,226.74		10,932.14	37.37							
Taxes (Identify Type of Tax)													
	Total Taxes												
Total Occupancy/Building		23,397.96	1,226.74		11,608.14	93.76	10,469.32						

Provider Total Budget by Service

Provider Name: County of El Paso
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AAA Name: Agency on Aging of the Rio Grande Area
 Region Number: Region 1/10

	Total Agency Budget	Home Delivered Meal Program	Nutrition Education - AAA Clients	Nutrition Education - CCS-Client-NA	Congregate Meal Program	Other Meal Programs (non-HHS)	Agency Budget not Applicable to Programs	Participant Assessment	Transportation	If applicable replace with title of other agency program	If applicable replace with title of other agency program	If applicable replace with title of other agency program	Balance not budgeted
Advertising													
	Total Advertising	-	-	-	-	-	-	-	-	-	-	-	-
Printing													
	Total Printing	-	-	-	-	-	-	-	-	-	-	-	-
Copying													
	Copying	2,600.00	1,805.81	-	739.17	55.02	-	-	-	-	-	-	-
	Total Copying	2,600.00	1,805.81	-	739.17	55.02	-	-	-	-	-	-	-
Office Supplies													
	Office Supplies	9,410.00	6,535.64	-	2,675.22	199.14	-	-	-	-	-	-	-
	Total Office supplies	9,410.00	6,535.64	-	2,675.22	199.14	-	-	-	-	-	-	-
Contractual Agreements													
	El Paso Disposal Pest control	1,086.00	-	-	1,086.00	500.00	-	-	-	-	-	-	-
	Total Contractual Agreements	1,086.00	-	-	1,086.00	500.00	-	-	-	-	-	-	-
Postage													
	Total Postage	-	-	-	-	-	-	-	-	-	-	-	-
Telecommunications													
	Cell phone Facility	4,529.65	1,604.90	-	3,286.74	38.01	-	-	-	-	-	-	-
	Total Telecommunications	4,529.65	1,604.90	-	3,286.74	38.01	-	-	-	-	-	-	-
Liability Insurance													
	Total Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees													
	Total Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-
Accounting Fees													
	Total Accounting Fees	-	-	-	-	-	-	-	-	-	-	-	-
Consulting Fees													
	Total Consulting Fees	-	-	-	-	-	-	-	-	-	-	-	-
Other Fees (Explain)													
	Software Maintenance fees	18,500.00	12,849.03	-	5,259.47	391.50	-	-	-	-	-	-	-
	Total Other Fees	18,500.00	12,849.03	-	5,259.47	391.50	-	-	-	-	-	-	-
Audit													
	Total Audit	-	-	-	-	-	-	-	-	-	-	-	-
Other Misc. (Explain)													
	Uniforms	385.00	2.00	-	-	385.00	-	-	-	-	-	-	-
	DPS background check fee	2.00	125.00	-	125.00	-	-	-	-	-	-	-	-
	Annual Aging to Perfection Expo Booth Fee	250.00	127.00	-	125.00	365.00	-	-	-	-	-	-	-
	Total other Misc.	637.00	254.00	-	250.00	750.00	-	-	-	-	-	-	-
Total Administrative & General													
	Total Administrative & General	39,861.76	24,019.14	-	14,740.53	1,102.09	-	-	-	-	-	-	-

Provider Total Budget by Service

Provider Name: County of El Paso
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AAA Name: Agency on Aging of the Rio Grande Area
Region Number: Region 1/10

Cost Area	Total Agency Budget	Home Delivered Meal Program	Nutrition Education - AAA Clients	Nutrition Education - CCS Clients - NA	Congregate Meal Program	Other Meal Programs (non-HHS)	Agency Budget not Applicable to Programs	Participant Assessment	Transportation	If applicable replace with title of other agency program	If applicable replace with title of other agency program	If applicable replace with title of other agency program	Balance not budgeted
Total of all Cost Areas	4,705,745.85	2,841,413.44	4,415.14	0.0000%	1,318,332.44	87,487.46	454,037.37	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%	-
Percentage of Total Cost	100.000%	60.382%	0.094%	0.000%	28.015%	1.859%	9.650%	0.000%	0.000%	0.000%	0.000%	0.000%	-
Provider Prepared Meals	Budgeted Meals												
Hot Meals													
Frozen Meals													
Chilled Meals													
Shelf Stable Meals													
Total Provider Prepared Meals													
Purchased Meals													
Hot Prepared Meals Purchased from a Supplier or Central Kitchen	229,334	99,330			136,973	3,037							
Frozen Meals	140,102	135,968			4,134	3,031							
Chilled Meals	102,362	99,331											
Shelf Stable Meals													
Total Purchased Meals	481,798	334,629			136,973	10,198							
Total Budgeted Meals	481,798	334,629			136,973	10,198							
% of Total Meals		69%			28%	2%							
Whole Unit Rate		8.50			9.63	8.56							

AAA Contractors/Subscriber recipients may choose to provide required Nutrition Education as a separate service and exclude costs related to Nutrition Education from the meal rate.
If the cost of Nutrition Education is to be provided as a separate service, enter an N. This will exclude Nutrition Education costs from the meal rate.

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Provider Name: County of El Paso
AAA Name: Agency on Aging of the Rio Grande Area
Type of Provider: Common Provider

Provider Service Area

This section is used to identify the nutrition provider's service area for FFY 2024. This will assist HHS in defining unserved areas of the state.

Please specify the provider's service area by geographical location (county, city, zip code, etc.) If the provider serves an entire county, record the name of the county. City, zip code, and other designations can be used when the provider agency is not serving an entire county.

Examples : 1) City of El Paso; 2) Harris County; 3) Two mile radius of the city limits of Rockdale and Cameron; 4) City of Cedar Park, Leander Zip Codes 78745 and 78746.

Congregate Meals Service Area:
Home Delivered Meals - AAA Service Area:

Provider Name: County of El Paso
 AAA Name: Agency on Aging of the Rio Grande Area
 Region Number: Region 1/10

Section 1

This section is used to compare the amounts budgeted/allocated to each program by cost area.
Example: What percent of the agencies personnel cost is budgeted/allocated to home delivered meals versus congregate meals and other agency programs? The information should be used as a review tool to gain an understanding of the agencies overall budget and operations.

Cost Area	Percentage of the Total Cost Area Budgeted to:		
	Home Delivered Meals	Congregate Meals	Other Programs
Total Personnel	32.83%	31.22%	35.94%
Total Professional Development	69.45%	28.43%	2.12%
Total Raw Food	0.00%	0.00%	0.00%
Total Purchased Meals	71.30%	26.53%	2.17%
Total Freight	0.00%	0.00%	0.00%
Total Storage Cost	0.00%	0.00%	0.00%
Total Consumables	0.00%	0.00%	0.00%
Total Other Meal/Food	0.00%	0.00%	0.00%
Total Meals/Food	71.30%	26.53%	2.17%
Total Equipment	0.00%	0.00%	0.00%
Total Occupancy/Building	5.24%	49.61%	45.15%
Total Transportation/Travel	0.00%	0.00%	0.00%
Total Administrative & General	60.26%	36.98%	2.76%
Total of all Cost Areas	60.38%	28.02%	11.60%

Example of how to use this information:

Compare the percentage of total personnel budgeted to the meal programs and other programs. Based on the percentages of total cost does the percentages appear reasonable and equitably distributed between programs? If the percentages are not easily identified as equitable a further review of the salaries may be necessary. There are many reasons for variances in percentage for example the agency may use volunteers for some of the programs this may cause the overall percentages appear out of line.

REMEMBER: There are no right or wrong percentages. The reviewer through analysis of the budget and discussions with the provider must determine if the allocation is acceptable.

The reviewers notes detailing budget review, discussions with the provider, and decisions made should be included in the work file.

Provider Name: County of El Paso
 AAA Name: Agency on Aging of the Rio Grande Area
 Region Number: Region 1/10

Section 2

This section is a summary of information to use to analyze the cost and how they are allocated between Congregate and Home Delivered Meals. The information is presented in three different ways:

- Total Cost: Amount budgeted by cost area
- Percentage of total cost: Percentage of the total of cost area for the two meal programs applied to each program
- Cost per unit: How much of the unit cost is used to pay for each cost area. \$X.XX of the cost of each meal is for XX cost area.

Below the cost area summary information is additional information showing:

- Percentage of the total budgeted meal cost applied to the home delivered and congregate meal programs
- Percentage of the total budgeted meals (home delivered & congregate) applied to the home delivered and congregate programs.
- Whole Unit rate for each meal program
- Calculated meal rate based on information entered on the home delivered and congregate meal budget worksheets.

Cost Area	Total Cost		Percentage of Total Cost		Cost per unit	
	Home Delivered Meals	Congregate Meals	Home Delivered Meals	Congregate Meals	Home Delivered Meals	Congregate Meals
Total Personnel	421,430.29	400,785.05	51.26%	48.74%	1.26	2.93
Total Professional Development	2,135.72	874.20	70.96%	29.04%	0.01	0.01
Total Raw Food	-	-	0.00%	0.00%	-	-
Purchased Meals						
Hot Prepared Meals Purchased from a Supplier or Central Kitchen	710,216.65	890,324.52	44.37%	55.63%	7.15	6.50
Frozen Meals	972,168.25	-	100.00%	0.00%	7.15	-
Chilled Meals	710,216.65	-	100.00%	0.00%	7.15	-
Shelf Stable Meals	-	-	0.00%	0.00%	-	-
Total Consumables	-	-	0.00%	0.00%	-	-
Total Other Meal/Food	-	-	0.00%	0.00%	-	-
Total Meals/Food	#####	890,324.52	72.88%	27.12%	7.15	6.50
Total Equipment	-	-	0.00%	0.00%	-	-
Total Occupancy/Building	1,226.74	11,608.14	9.56%	90.44%	0.00	0.08
Total Transportation/Travel	-	-	0.00%	0.00%	-	-
Total Administrative & General	24,019.14	14,740.53	61.97%	38.03%	0.07	0.11
Subtotal	#####	#####	68.31%	31.69%	8.49	9.62
Nutrition Education	3,132.80	1,282.34			0.01	0.01
Total	#####	#####			8.50	9.63

Total Budgeted Cost	2,841,413.44	#####	#####
Percentage of Total Budgeted Meal Cost	68.31%	31.69%	100.00%
Total Budgeted Meals	334,629	136,973	471,602
Percentage of Total Budgeted Meals	70.96%	29.04%	100.00%
Whole Unit Rate (Full Cost per Meal)	8.50	9.63	
Calculated Rate	6.46	8.80	

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Provider Name: County of El Paso
AAA Name: Agency on Aging of the Rio Grande Area
Region Number: Region 1/10

Example of how to use this information:

Review each of the cost areas based on the three different ways the information is presented. Determine if the dollar amount is reasonable for each of the cost areas. Is the percentage of the cost allocation between congregate and home delivered comparable to the percentage of total budgeted meals for each program?

Review examples:

- Occupancy/Building cost is expected to be higher for congregate than home delivered because the home delivered program should only be charged a share of the cost for the kitchen and delivery preparation area for the time those areas are used to prepare and disburse meals. The congregate program would be charged a share of the cost for the kitchen area for the time those areas are used to prepare meals and include the cost associated with the area used to consume meals.
- How are Personnel costs allocated between the two meal programs? Is the allocation based on the percentage of meals, percentage of total cost, or actual time spent between the two programs?
- Review the cost per unit of raw food. Is the amount the same for both programs? If not, why are they different?
- Review the total cost per unit rates, are the rates for the programs similar? Because the program requirements are different, small variances are expected. If the variances cannot be explained by program differences, you need to explain in your review papers why they are different.

Home Delivered Meal Budget Worksheet									
Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget									
Provider Name: County of El Paso									
AAA Name: Agency on Aging of the Rio Grande Area									
Region Number: Region 1710									
9/26/23 8:23 AM									
2022									
Most Recent Completed Budget Year									
Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost	Proposed Budget	Percentage Variance Prior Year Actual to Proposed Budget	Percentage of Unit Cost	Explanation of Variances	
Personnel									
Salaries, PR Taxes & Benefits	420,402.39	420,402.39	0	0.00%	421,430.28	0.24%	0.24%	Increase due to cost of living and Step increases	
Contract staff, Compensation	0	0	0	0.00%	0.00	0.00%	0.00%		
Total	420,402.39	420,402.39	0	0.00%	421,430.28	0.24%	0.24%	14.82%	
Nutrition Education									
Salaries, PR Taxes & Benefits	2,910.08	2,910.08	0	0.00%	3,132.80	7.65%	0.11%	Increase due to cost of living and Step increases	
Contract staff, Compensation	0	0	0	0.00%	0.00	0.00%	0.00%		
Materials	0	0	0	0.00%	0.00	0.00%	0.00%		
Conference	0	0	0	0.00%	0.00	0.00%	0.00%		
Total	2,910.08	2,910.08	0	0.00%	3,132.80	7.65%	0.11%		
Professional Development									
Conference	0	0	0	0.00%	0.00	0.00%	0.00%	Dues were missed in FY22, but they will be paid in FY24 Meals on Wheels Texas dues \$1,875.00, Meals on Wheels of America dues \$1,200.00	
Dues	1,073.30	1,073.30	1,073.30	100.00%	2,135.72	100.00%	0.08%		
Materials	0	0	0	0.00%	0.00	0.00%	0.00%		
Total	1,073.30	1,073.30	1,073.30	100.00%	2,135.72	100.00%	0.08%		
Meals/Food									
Raw Food	0	0	0	0.00%	0.00	0.00%	0.00%	The cost of meal units, from food vendor, increased therefore to sustain the current participation, for both programs, will cost more	
Purchased Meals	2,294,780.05	2,311,786.35	17,016	-0.74%	2,392,601.55	4.26%	84.11%		
Freight	0	0	0	0.00%	0.00	0.00%	0.00%		
Storage	0	0	0	0.00%	0.00	0.00%	0.00%		
Consumables	0	0	0	0.00%	0.00	0.00%	0.00%		
Other	0	0	0	0.00%	0.00	0.00%	0.00%		
Total	2,294,780.05	2,311,786.35	17,016	-0.74%	2,392,601.55	4.26%	84.11%		
Equipment									
Depreciation	0	0	0	0.00%	0.00	0.00%	0.00%	Repairs line item was augmented due to the increase in cost of materials and labor. The County Congregate sites are aging, and El Paso County Facilities Department requested the increase to ensure budget can meet the needs of the buildings, to include but not limited to ADA compliance updates	
Interest	0	0	0	0.00%	0.00	0.00%	0.00%		
Leasing	0	0	0	0.00%	0.00	0.00%	0.00%		
Maintenance	0	0	0	0.00%	0.00	0.00%	0.00%		
Total	0.00	0.00	0	0.00%	0.00	0.00%	0.00%		
Occupancy/Building									
Rent	0	0	0	0.00%	0.00	0.00%	0.00%		
Utilities	0	0	0	0.00%	0.00	0.00%	0.00%		
Depreciation	0	0	0	0.00%	0.00	0.00%	0.00%		
Mortgage Interest	0	0	0	0.00%	0.00	0.00%	0.00%		
Insurance	0	0	0	0.00%	0.00	0.00%	0.00%		
Security	0	0	0	0.00%	0.00	0.00%	0.00%		
Janitorial	0	0	0	0.00%	0.00	0.00%	0.00%		
Repair	350.00	350.54	14	-3.72%	1,226.74	250.50%	0.00%		
Taxes	0	0	0	0.00%	0.00	0.00%	0.00%		
Total	350.00	350.54	14	-3.72%	1,226.74	250.50%	0.04%		

Home Delivered Meal Budget Worksheet

Provider Name: County of El Paso
 AAA Name: Agency on Aging of the Rio Grande Area
 Region Number: Region 1/10
 9/26/23 8:23 AM

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Most Recent Completed Budget Year	2022	2023	2024
Expense per General Ledger			
Approved Budget			
Variance Budget minus Expenses			
Percentage of Variance			
Percentage of Unit Cost			

Proposed Budget

Proposed Budget	Percentage Variance Prior Year Actual to Proposed Budget	Percentage of Unit Cost

Explanation of Variances

Inflation Factor 2022 to 2023	Inflation Factor 2023 to 2024	Combined Inflation Factor
1.026%	2.760%	3.736%

1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year. By 10% or more, and
 2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor

Funding Source	Proposed Meals	Proposed Revenue	Proposed Meals * Calculated Rate
HHS - DAAA	21,894	1,411,435	6,461
HHS - Title XX	302,957	1,951,268	8,466
Program Income			0.00
Other Funds - Eligible Meals	10,576	90,763	8.50
Other Funds - Non-Eligible Meals			8.50
Local Funds - Required Match	NA		8.50
Local Funds - Cap Limit Exceeded HHS OAAA & Title XX	NA		0.77
Local Funds - Cap Limit Exceeded Title XIX	NA		1.27
Total Meals by Funding Source	334,629	250,631	0.00
Provider Total Budgeted Home Delivered Meals	334,629	411,418	
Variance (Provider Total Budgeted Home Delivered Meals - Total Meals by Funding Source)		2,845,735	

Proposed Meals * Calculated Rate	Proposed Meals * Calculated Units
6,461	Proposed Meals * Calculated Units
8,466	Proposed Meals * Calculated Units
0.00	Proposed Meals * Calculated Units
8.50	Proposed Meals * Calculated Units
8.50	Proposed Meals * Calculated Units
0.77	Proposed Meals * Calculated Units
1.27	HHS OAAA Proposed Meals * Calculated Rate
0.00	HHS OAAA Proposed Meals * Calculated Rate
	HHS Title XIX Proposed Meals * Calculated Rate

Estimated Number of Nutrition Education Units AAA Clients	74
Nutrition Education Budget - AAA Clients	3,132.80
Calculated Cost per Unit	42.34

9/26/23 8:23 AM
 Provider Name: County of El Paso
 AAA Name: Agency on Aging of the Rio Grande Area
 Region Number: Region 1/10

**Home Delivered Meals
 BUDGET WORKSHEET CALCULATION OF THE PER MEAL UNIT RATE**

1. Total Budgeted Expenses for Contract Year 1. \$ 2,844,546.24

2. Total Number of Anticipated Meals to be Provided by Funding Source

HHS OAAA	<u>21,894</u>	Title XX	<u>302,057</u>	Title XIX	<u>0</u>	
Program Income	<u>0</u>	Other Funds Eligible Meals	<u>10,678</u>	Other Funds - Non-Eligible Meals	<u>0</u>	2. <u>334,629</u>

3. Whole Unit Rate (Line 1 divided by Line 2) 3. \$ 8.50

Reimbursement Calculation

4. Projected NSIP per Meal Value	HHS OAAA & Title XX	<u>0.73</u>	Title XIX	<u>N/A</u>
5. Rate Less NSIP per Meal Value	\$	<u>7.77</u>		<u>N/A</u>
6. Mandatory Local Match of 10% ** If Applicable, Match Reduction From the In-kind Match Certification form	\$	<u>0.78</u>		
	\$	<u>(0.01)</u>		
Required Cash Match	\$	<u>0.77</u>		<u>N/A</u>
7. Proposed Meal Rate (Line 3 minus Line 6)	\$	<u>7.73</u>	\$	<u>8.50</u>
As of September 1, 2023, Common Provider Unit Rate cannot exceed \$6.46				
8. Rate Cap Applicable to Title XIX, Title XX and HHS OAAA Common Providers	\$	<u>6.46</u>		<u>N/A</u>
9. Excess of Cap Rate Reduction	\$	<u>(1.27)</u>	\$	<u>-</u>
Accepted Unit Rate for Current Year	\$	<u>6.46</u>	\$	<u>8.50</u>

** If any portion of the required match is in-kind, you must complete an In-Kind Match Certification form.

By signing below, the provider acknowledges that all related records are subject to audit in accordance with contract requirements and all applicable federal and state laws.

 County of El Paso
 Legal Name of Contracted Provider

 Printed/Typed Name of Signer

 Signature

 Date

 Agency on Aging of the Rio Grande Area
 Name of Area Agency on Aging

 Region 1/10
 Health and Human Services

 Lorena Estrada
 Printed/Typed Name of Signer

 Veronica Solis
 Printed/Typed Name of Signer


 Signature

 Signature

 9/28/23
 Date

 Date

9/26/23 8:23 AM

Provider Name: County of El Paso

AAA Name: Agency on Aging of the Rio Grande Area

Region Number: Region 1/10

**Home Delivered Meals
BUDGET WORKSHEET CERTIFICATION**

AS SIGNER OF THIS BUDGET WORKSHEET, I HEREBY CERTIFY THAT:

- **I have read the note below and the instructions applicable to this budget worksheet.**
- **I have reviewed this budget worksheet after its preparation.**
- **To the best of my knowledge and belief, this budget worksheet is true, correct and complete, and was prepared in accordance with the instructions applicable to this budget worksheet.**
- **This budget worksheet was prepared from the books and records of the contracted provider.**
- **I acknowledge that all books and records related to this rate setting process are subject to audit in accordance with contract requirements and all applicable federal and state laws.**

Note: The person legally responsible for the conduct of the contracted provider must sign this Budget Worksheet Certification. If a sole proprietor, the owner must sign the Budget Worksheet Certification. If a partnership, a partner must sign the Budget Worksheet Certification. If a corporation, the person authorized by the Board of Directors Resolution must sign the Budget Worksheet Certification. Misrepresentation of information contained in the budget worksheet may result in adverse action, up to and including contract termination. Furthermore, falsification of information in the budget worksheet may result in a referral for prosecution.

County of El Paso

Name of Contracted Provider

Printed/Typed Name of Signer

Date

Signature

Signer Authority:
(check one)

- Sole Proprietor
 Partner
 Corporate Officer

- Association Officer
 Board Member
 Governmental Official

Congregate Meal Budget Worksheet

Review of Most Recent Completed Year Approved Budget to Actual Year End Expense and Current Proposed Budget

Provider Name: County of El Paso
 AAA Name: Agency on Aging of the Rio Grande Area

9/26/23 8:23 AM

Most Recent Completed Budget Year

Cost Area	Expense per General Ledger	Approved Budget	Variance Budget minus Expenses	Percentage of Variance	Percentage of Unit Cost
Personnel					
Salaries, PR Taxes & Benefits	333,500.00	334,666.96	1,167	-0.35%	
Contract staff, Compensation			0	0.00%	
Total	333,500.00	334,666.96	1,167	-0.35%	28.18%
Nutrition Education					
Salaries, PR Taxes & Benefits			0	0.00%	
Contract staff, Compensation			0	0.00%	
Materials			0	0.00%	
Conference			0	0.00%	
Total	-	0.00	0	0.00%	0.00%
Professional Development					
Conference			0	0.00%	
Dues			0	0.00%	
Materials			0	0.00%	
Total	-	0.00	0	0.00%	0.00%
Meals/Food					
Raw Food			0	0.00%	
Purchased Meals	833,027.25	800,000.00	-33,027	-4.13%	
Freight			0	0.00%	
Storage			0	0.00%	
Consumables			0	0.00%	
Other			0	0.00%	
Total	833,027.25	800,000.00	-33,027	-4.13%	70.38%
Equipment					
Depreciation			0	0.00%	
Interest			0	0.00%	
Leasing			0	0.00%	
Maintenance			0	0.00%	
Total	-	0.00	0	0.00%	0.00%
Occupancy/Building					
Rent			0	0.00%	
Utilities			0	0.00%	
Depreciation			0	0.00%	
Mortgage Interest			0	0.00%	
Insurance			0	0.00%	
Security			0	0.00%	
Janitorial	676.00	676.00	0	0.00%	
Repair	3,000.00	3,125.80	126	-4.02%	
Taxes			0	0.00%	
Total	3,676.00	3,801.80	126	-3.31%	0.31%
Transportation/Travel					

Proposed Budget	Percentage Variance - Prior Year Actual to Proposed Budget	Percentage of Unit Cost
400,785.05	20.18%	
-	0.00%	
400,785.05	20.18%	30.37%
1,282.34	100.00%	
-	0.00%	
-	0.00%	
1,282.34	100.00%	0.10%
-	0.00%	
.874.20	100.00%	
874.20	100.00%	0.07%
-	0.00%	
890,324.52	6.88%	67.47%
-	0.00%	
-	0.00%	
-	0.00%	
-	0.00%	
890,324.52	6.88%	67.47%
-	0.00%	
-	0.00%	
-	0.00%	
-	0.00%	
-	0.00%	
676.00	0.00%	
10,932.14	284.40%	
11,608.14	215.78%	0.88%

Explanation of Variances
Inflation Factor 2022 to 2023 1.026%
Inflation Factor 2023 to 2024 2.700%
Combined Inflation Factor 3.726%
1. An explanation of variance must be provided for each cost area where the expenses per General Ledger varies from the approved budget for the most recent completed year by 10% or more; and
2. An explanation of variance must be provided for each cost area where the proposed budget amount exceeds the prior year actual amount by more than the two year combined inflation factor.
Increase in staff cost based on 5th coordinator position added and increase in meals served in congregate thus increasing Congregate cost based on % allocation.
Workbook allocated cost for nutrition education
Dues were missed in FY22, but they will be paid in FY24 Meals on Wheels Texas dues \$1,875.00, Meals on Wheels of America dues \$1,200.00
The cost of meal units, from food vendor, increased therefore to sustain the current participation, for both programs, will cost more.
#####

9/26/23 8:23 AM

Provider Name: County of El Paso

AAA Name: Agency on Aging of the Rio Grande Area

Congregate Meals

BUDGET WORKSHEET CALCULATION OF THE PER MEAL UNIT RATE

1. Total Budgeted Expenses for Contract Year					1. \$ 1,319,614.78	
2. Total Number of Anticipated Meals to be Provided by Funding Source						
	HHS OAAA	133,990	Other Funds Eligible Meals	0	Other Sources 5	0
	Program Income	2,983	Other Funds - Non-Eligible Meals	0	Other Sources 6	0
						2. 136,973
3. Whole Unit Rate (Line 1 divided by Line 2)						3. \$ 9.63

Reimbursement Calculation

		HHS OAAA	
4. Projected NSIP per Meal Value		0.73	
5. Rate Less NSIP per Meal Value		\$ 8.90	
6. Mandatory Local Match of 10%	\$ 0.89		
** If Applicable, Match Reduction From the In-kind Match Certification form	\$ (0.06)		
Required Cash Match	\$ 0.83		
7. Proposed Meal Rate (Line 3 minus Line 6)	\$ 8.80		

** If any portion of the required match is in-kind, you must complete an In-Kind Match Certification form.

By signing below, the provider acknowledges that all related records are subject to audit in accordance with contract requirements and all applicable federal and state laws.

County of El Paso
Legal Name of Contracted Provider

Printed/Typed Name of Signer

Signature

Date

Agency on Aging of the Rio Grande Area
Name of Area Agency on Aging

Lorena Estrada
Printed/Typed Name of Signer


Signature

9/26/23
Date

9/26/23 8:23 AM

Provider Name: County of El Paso

AAA Name: Agency on Aging of the Rio Grande Area

Congregate Meals

BUDGET WORKSHEET CERTIFICATION

AS SIGNER OF THIS BUDGET WORKSHEET, I HEREBY CERTIFY THAT:

- I have read the note below and the instructions applicable to this budget worksheet.
- I have reviewed this budget worksheet after its preparation.
- To the best of my knowledge and belief, this budget worksheet is true, correct and complete, and was prepared in accordance with the instructions applicable to this budget worksheet.
- This budget worksheet was prepared from the books and records of the contracted provider.
- I acknowledge that all books and records related to this rate setting process are subject to audit in accordance with contract requirements and all applicable federal and state laws.

Note: The person legally responsible for the conduct of the contracted provider must sign this Budget Worksheet Certification. If a sole proprietor, the owner must sign the Budget Worksheet Certification. If a partnership, a partner must sign the Budget Worksheet Certification. If a corporation, the person authorized by the Board of Directors Resolution must sign the Budget Worksheet Certification. Misrepresentation of information contained in the budget worksheet may result in adverse action, up to and including contract termination. Furthermore, falsification of information in the budget worksheet may result in a referral for prosecution.

County of El Paso

Name of Contracted Provider

Printed/Typed Name of Signer

Date

Signature

Signer Authority:
(check one)

- Sole Proprietor
 Partner
 Corporate Officer

- Association Officer
 Board Member
 Governmental Official

10/5/23 4:34 PM

AAA Name: Agency on Aging of the Rio Grande Area

Congregate Meals
IN-KIND MATCH CERTIFICATION

Provider: County of El Paso

In-kind Contribution(s): \$8,619

For any item identified below, the provider must maintain monthly supporting documentation.

ITEM	DATE OF RECEIPT	VALUE
Utilities		\$8,619
TOTAL		\$8,619

Note: All contributions must meet the requirements of IRS Publication 561
<http://www.irs.gov/pub/irs-pdf/p561.pdf>

Examples of Documentation Include:

- Rent:
1. Letter of Agreement with Owner
 2. Adequate Valuation of Property on a Current Basis (this should be reviewed at least every two years and if senior center, based on property value and center participation)

- Labor:
1. Minimum wage
 2. Documented prevailing wage in the Area. For prevailing wage information visit the Texas Workforce Commission's website at https://efte.twc.texas.gov/prevailing_wage_issues.html

All in-kind labor must be required for the service to be provided. If you would not hire someone to perform the labor if it were not in-kind then you cannot count it.

- Utilities:
1. Copy of Bill
 2. Agreement of Amount Paid if Partial

County of El Paso
Name of Contracted Provider

Printed/Typed Name of Signer

Date

Signature